



Guildhall Gainsborough
Lincolnshire DN21 2NA

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AGENDA

This meeting will be recorded and the video archive published on our website

Prosperous Communities Committee

Tuesday, 5th December, 2017 at 6.30 pm

Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA

Members:

- Councillor Mrs Sheila Bibb (Chairman)
- Councillor Mrs Gillian Bardsley (Vice-Chairman)
- Councillor Steve England (Vice-Chairman)
- Councillor Owen Bierley
- Councillor Christopher Darcel
- Councillor Michael Devine
- Councillor Paul Howitt-Cowan
- Councillor Mrs Pat Mewis
- Councillor John McNeill
- Councillor Mrs Maureen Palmer
- Councillor Mrs Lesley Rollings
- Councillor Trevor Young

1. **Apologies for Absence**
2. **Public Participation**
Up to 15 minutes are allowed for public participation. Participants are restricted to 3 minutes each.
3. **Minutes of Previous Meeting** (PAGES 3 - 18)
Minutes of the Prosperous Communities Committee held on 24 October 2017.
4. **Matters Arising Schedule** (PAGES 19 - 22)
Setting out current position of previously agreed actions as at 27 November 2017.
5. **Members' Declarations of Interest**
Members may make any declarations at this point but may also make them at any time during the course of the meeting.

Agendas, Reports and Minutes will be provided upon request in the following formats:

Large Clear Print: Braille: Audio: Native Language

6. **Public Reports**

- i) Affordable Housing Contributions (PAGES 23 - 26)
- ii) Gainsborough Car Parking Charges (PAGES 27 - 36)
- iii) Garden Waste Service - Decision following consultation exercise (PAGES 37 - 86)
- iv) Home Choices ICT System and Revised Housing Allocations Policy (PAGES 87 - 130)
- v) Recommendation from Challenge and Improvement Committee - Scampton Air Show (PAGES 131 - 136)
- vi) Work Plan (PAGES 137 - 140)

7. **Exclusion of Public and Press**

To resolve that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

8. **Exempt Reports**

- i) Gainsborough Market - Final Proposals (PAGES 141 - 172)
- ii) Hemswell Cliff Land Stabilisation and Normalisation Strategy (PAGES 173 - 196)
- iii) Well-being Service Procurement Report (PAGES 197 - 218)

Mark Sturgess
Interim Head of Paid Services
The Guildhall
Gainsborough

Date Not Specified

Prosperous Communities Committee- 24 October 2017
Subject to Call-in. Call-in will expire at 5pm on Friday 10 November 2017

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Prosperous Communities Committee held in the Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA on 24 October 2017 commencing at 6.30 pm.

Present: Councillor Mrs Sheila Bibb (Chairman)
Councillor Mrs Gillian Bardsley (Vice-Chairman) and
Councillor Steve England (Vice-Chairman)

Councillor Owen Bierley
Councillor Christopher Darcel
Councillor Paul Howitt-Cowan
Councillor Mrs Pat Mewis
Councillor John McNeill
Councillor Mrs Maureen Palmer
Councillor Richard Oaks
Councillor Reg Shore
Councillor Mrs Angela White

In Attendance:
Eve Fawcett-Moralee Director Economic & Commercial Growth
Tracey Bircumshaw Financial Services Manager
Nev Brown Senior Neighbourhood Planning Policy Officer,
Andy Gray Housing and Communities Team Manager
Julie Heath Senior Communications Officer
Emily Holmes Selective Licensing Officer
Michelle Howard Home Choices Team Manager
Rachael Hughes Developer Contributions Officer
Ian Knowles Director of Resources and S151 Officer
Rachel Parkin Senior Home Choices Officer
Alan Robinson Monitoring Officer
Mark Sturgess Chief Operating Officer/Head of Paid Service
Grant White Lead Officer Enterprising Communities

Apologies: Councillor Michael Devine
Councillor Mrs Lesley Rollings
Councillor Trevor Young

Membership: Councillor Angela White Substituting for Councillor Lesley Rollings
Councillor Richard Oaks substituting for Councillor Mick Devine
Councillor Reg Shore substituting for Councillor Trevor Young

Also Present: Councillor Tom Smith
Councillor Lewis Strange

Also in Attendance: 3 Members of the Public

54 PUBLIC PARTICIPATION

Mr Adrian Campbell, a recently retired local business man, addressed the Committee regarding car parking in Market Rasen, he started by firstly thanking the Council for being true to its word and re-visiting the issue of car parking in the town of Market Rasen. Mr Campbell advised that not only were the parking charges not re-couping their costs, businesses in Market Rasen, since the installation of the parking machines, were reporting a loss in turnover of around a quarter of million pounds.

Mr Campbell went on state that the Council could be forgiven for presuming a 30p charge would make little difference, and for striving for equity presuming that what works for Gainsborough would work for Market Rasen too. Mr Campbell stated at the time he could not have been sure what the impact of the change would likely be however at the time he had also requested more research be undertaken to understand the current position, economically of Market Rasen in the first instance, because he feared it would damage the town and in his view it had.

He considered the report before Members was a pragmatic step and immediate rectifier “to put the fire out” before Christmas. Mr Campbell then quoted from the report referencing the indication that the Committee, in the future would be asked to vote on future proposals regarding Market Rasen and, therefore, questioned how the process of consultation had gone wrong on this occasion and sought reassurance this would not be the case going forward.

He considered democracy was not working across the District suggesting that most Members and Officers were located around Gainsborough and thus it was easy to forget Market Rasen. He suggested that if Members of the Committee were to vote in the future regarding proposals for their town, they should get to know the area, read the local paper, visit local shops and restaurants, hold meetings there, research the statistics available, learn from past mistakes.

He shared with the Committee the Venue scores for both towns to demonstrate the economic differences between the two. Mr Campbell considered a bespoke approach to regeneration was required in the town of Market Rasen to take into account its current economic challenges.

In concluding Mr Campbell again urged the Committee to “put out the fire” and vote in support of the proposals before them to give Market Rasen 2 hours free parking at anytime and help the town on the run up to Christmas.

The Chairman thanked Mr Campbell for his statement.

55 MINUTES OF PREVIOUS MEETING

- (a) Meeting of the Prosperous Communities Committee – 12 September 2017

RESOLVED that the minutes of the meeting of the Prosperous Communities Committee held on 12 September 2017 be confirmed and signed as a correct record.

56 MATTERS ARISING SCHEDULE

Members gave consideration to the Matters Arising Schedule which set out the current position of all previously agreed actions as at 16 October 2017.

RESOLVED that progress on the Matters Arising Schedule, as set out in the report be received and noted.

57 MEMBERS' DECLARATIONS OF INTEREST

Councillor Owen Bierley declared a non-pecuniary interest in agenda item 6 (d) (Neighbourhood Plan: Priorities and Work Programme) as he was a Member of Keelby Neighbourhood Plan Steering Group.

58 TO VARY THE ORDER OF THE AGENDA

The Chairman indicated that with Committee's leave she wished to vary the order of the agenda, so as to take agenda item 6 (k) (Market Rasen Car Parking) as the first public report, in light of the public interest in the report present in the Chamber, following which the agenda would be resumed in that order as published.

On being put to the vote it was:

RESOLVED that the order of the agenda be varied as detailed above.

59 MARKET RASEN CAR PARKING

The Committee gave consideration to a report which outlined the outcome of the review into car parking charges in Market Rasen, in terms of ease of car parking and town centre viability over the last 8 months and responded to local concerns in this regard. The report further set out a number of proposed changes to the charging regime as a result of the review.

Members noted the background to the charges having being introduced and the opposition that had been expressed at the time. Members were also provided with details of how the review had been undertaken and the conclusions drawn therefrom.

It was noted that at the time of introducing car parking charges in the town a key risk was noted as the potential negative impact on footfall in the town centre and local businesses. The Free after 3pm policy was introduced to mitigate this risk by encouraging trade during quieter periods, while managing the supply of car parking during peak times. The feedback from local consultation advised that this policy had not been effective in maintaining town

centre viability; and provided evidence that two hours free any time would provide the best balance between management of length of stay and turnover of spaces and town viability.

The proposed amendment to the charging regime would result in a loss of income to the Council, as detailed in the financial implications section of the report, for one year, but also sought to maintain the self-financing principles of the original policy in April 2019.

It was considered the impact of not amending the charging regime presented significant risks as specified in the risk assessment, hence the recommendations being proposed.

Debate ensued and the Chamber as a whole was supportive of the proposed revisions.

In response to a Members question, Officers advised that 6 hours a day enforcement was allocated in Market Rasen. Some Members were of the view that Gainsborough parking also needed to be revisited, however assurance was offered that this continued to be monitored during the on-going regeneration projects.

The Local Ward Member expressed his delight that the Council had re-considered its position on this matter.

RESOLVED that it be **RECOMMENDED** to the Corporate Policy and Resources Committee that: -

(a) the car parking charging regime be amended as follows:

- Cessation of the free after 3pm, in favour of
- Introduction of free two hours, at any time
- Maintain car parking charges between the hours of 8am and 6pm Monday to Saturday, and
- Continuation of the no charge policy for Blue badge holders.

(b) the loss of revenue arising from the above be regarded as “match funding” to support the evolving regeneration plans for the town over a 12 month period.

(c) the amendment to the car parking charging regime be reviewed in 12 months’ time and options to secure cost recovery be developed and consulted on in October 2018, for implementation in April 2019.

60 MEMBERSHIP OF THE CREMATORIUM WORKING GROUP

The Committee gave consideration to a report which sought the formal appointment of Members to a working party for the crematorium project.

RESOLVED that Members named at paragraph 2.2 of the report be formally appointed to the Crematorium Working Group, namely: -

Councillor Gillian Bardsley
Councillor Mick Devine
Councillor Judy Rainsforth

Councillor Bruce Allison
Councillor Paul Howitt-Cowan
Councillor David Cotton
Councillor Jessie Milne
Councillor Stuart Kinch

61 LEA NEIGHBOURHOOD PLAN

Consideration was given to a report which presented the up-to-date position in terms of the development of the Lea Neighbourhood Plan. The report recommended that the Plan proceed to the Public Referendum stage following a successful independent examination.

The Committee commended the work undertaken by the community to date, acknowledging the significant work required to get to this stage in the process, particularly for smaller communities. The Committee further welcomed the submission of many more Neighbourhood Plans to come.

RESOLVED that the Lea Neighbourhood Plan be formally approved to advance to the Public Referendum stage, in line with the advice received from the Independent Examiner.

62 SCOTTER NEIGHBOURHOOD PLAN

Consideration was given to a report which presented the up-to-date position in terms of the development of the Scotter Neighbourhood Plan. The report recommended that the Plan proceed to the Public Referendum stage following a successful independent examination.

The Committee commended the work undertaken by the community to date, acknowledging the significant work required to get to this stage in the process. The Committee further welcomed the submission of many more Neighbourhood Plans to come.

RESOLVED that the Scotter Neighbourhood Plan be formally approved to advance to the Public Referendum stage, in line with the advice received from the Independent Examiner.

63 NEIGHBOURHOOD PLAN: PRIORITIES AND WORK PROGRAMME

Consideration was given to a report which reviewed the Council's support to neighbourhood planning groups in helping them to prepare their plans and sought Members' support to the revised arrangements and approval of the report's recommendations, prioritising Council assistance including the provision of top-up funding.

The Chief Operating Officer indicated a further inclusion he would wish to see added to the recommendations to ensure the support being offered was consistent with previous reports, namely: -

"Top up funding will only be available to those NP Groups who have exhausted all other forms of grant assistance or assistance in kind and the money is essential to help them complete the statutory stages of their neighbourhood plan. "

This was to ensure the raft of external funds available were maximised thus meaning the Council had enough funds to support parishes across the District.

Councillor England as Member Champion agreed with the content of the risk assessment, however expressed concern with the wording used.

Referencing section 2.2 of the report Councillor England considered the reason a number of early made plans had not reached their full potential was simply because of how new the legislation and work area was. He considered three plans would benefit from a review.

Councillor England wholeheartedly supported the notion of Groups presenting their plan to Full Council in a recognition of the hard work they had undertaken and what they had accomplished, whilst at the same time accepted the view of the Independent Examiner superseded any views the Prosperous Communities Committee may have.

A Member expressed concern regarding recommendation 5 and was concerned that if this was implemented there would not be the appropriate checks and balances in place. There would be no opportunity for Members to express concern. Reassurance was offered that delegations in place did not have to be used. Furthermore, the role of the District Council and the Independent Examiner in Neighbourhood Planning was re-iterated, as was defined in Statute hence this proposed change to streamline the process.

The early addition, as proposed by the Chief Operating Officer on being put to vote was accepted.

On that basis it was:-

RESOLVED that: -

- (a) the revised arrangements for providing Council support to neighbourhood plan groups as outlined in this report be noted and supported
- (b) the Council continues to support all neighbourhood planning groups in the preparation of their plans. The provision of such support is a corporate priority, embraces the requirements and aspirations of the Localism Act, contributes to good planning decision making in the district, and enhances community cohesion. Neighbourhood planning in the district enables local people to take a proactive role in shaping the future of the settlements they live in, and by providing them with support gives the Council a good reputation.
- (c) the level of support provided by the Council to neighbourhood planning groups be made on an individual basis taking into account the needs of that settlement. Priority to be given to those neighbourhood planning groups that are positively planning for growth or facing significant development pressures in their areas. The Council will also prioritise support to those neighbourhood plans which have reached these key statutory stages: designation; draft publication: submission; examination; referendum; and the making of the plan.

- d) it be agreed, that in its partnership with the Council, Community Lincs support on neighbourhood plans will be directed towards the initial/pre-designation stages of plan preparation where the assistance it has available can be best utilised. This will be confirmed in an updated version of the service level/partnership agreement. Parish and town councils will be informed that there will be no charge for this support from Community Lincs.
- e) it be **RECOMMENDED** to Full Council that the decision, currently made by Prosperous Communities, to accept the examiner's report and hold a referendum on a neighbourhood plan, in future be made through delegated powers given to the Chief Operating Officer. This stage raises few issues and using delegated powers will save time at a critical stage in the neighbourhood plan process when statutory deadlines must be met.
- f) it be agreed that the Members Champion for Neighbourhood Plans and the Neighbourhood Planning Team should meet on a quarterly basis to review the timetable of neighbourhood plans and consider those at planned referendums and forthcoming committees. The Neighbourhood Planning Team should also provide Members with monthly bulletins on neighbourhood plans progress in the District.
- g) it be agreed that for this financial year 2017/18 and 2018/19 the Council, subject to availability, continue to provide 'top-up' funding to neighbourhood planning groups and this should be awarded where project costs are essential to the formal adoption of the neighbourhood plan such as but not limited to:
- identified gaps in evidence for example towards specialist studies;
 - engaging a planning expert to help produce the submission document;
 - contribution to undertaking a strategic environmental assessment ;
 - support with collecting and analysing responses from the six week draft plan consultation and deciding how to modify the neighbourhood plan;
 - help with understanding whether the plan is ready for examination (meeting the basic conditions and other legal requirements);
 - provide training in the legal requirements which may be tested at the examination stage; and
 - costs associated with planning and undertaking public engagement and consulting on the plan at submission and referendum stages such as venue hire, publicity materials and printing costs.
 - Top up funding will only be available to those NP Groups who have exhausted all other forms of grant assistance or assistance in kind and the money is essential to help them complete the statutory steps of their neighbourhood plan.
- h) it be agreed that the Council introduce a formal application process to administer claims from neighbourhood planning groups for 'top-up' funding. Application forms and guidance notes for 'top-up' funding to be made available on the Council's website and submissions should be dealt with on a first come first served basis. Submissions will be overseen by the Council's Enterprising Communities team manager responsible for grant applications to the Council. This procedure will ensure that claims for limited 'top-up'

funds have been scrutinised in a fair and reasonable way as possible.

Note: Councillor Darcel requested that his vote against the above decision be recorded.

64 ADOPTION OF CIL FOR WEST LINDSEY

Members gave consideration to a report regarding proposals for West Lindsey District Council (WLDC) to formally adopt the Community Infrastructure Levy (CIL). The Committee was asked to accept the recommendations in the report and recommend these to Full Council for formal adoption. The report had previously been considered by the Challenge and Improvement Committee who had supported the recommendations.

The Developer Contributions Officer explained the concept of the CIL and Members were provided with a list of frequently asked questions and corresponding answers to assist with their understanding of the scheme. Discussion ensued about the level of charges and how they had been capped. The Developer Contributions Officer explained that the charges and capping had been set by the Inspector and could not be changed by the Council. It was noted that, should the CIL be formally adopted, guidance notes and training sessions would be provided, to include parish councils, once the scheme was implemented. Information would also be made available on the Council's website.

Debate ensued and some Members indicated slight concern that the proposals would be adopted prior to any workshops, however it was also acknowledged that the partnership arrangements had not necessarily made this feasible on this occasion.

Clarification was sought as to whether the rates could be increased in the future or alternately reduced in the future, and as such whether there was a review mechanism. Clarification was also sought as to whether payment in kind was acceptable for smaller developments.

Whilst Members welcomed the distribution of funds to communities affected directly by development, it was noted that usually it would be the services of the larger nearby settlements which would be put under strain and this arrangement would not offer those communities additional funding.

In response, Officers outlined how such impacts could and were mitigated.

Some Members did not consider that the 25% being offered to communities was enough considering the amenities they would need to provide to offer the healthy communities strived for.

In response Officers clarified that CIL would work in conjunction with S106s, and whilst CIL would contribute to the large infrastructure projects identified, this being the Lincoln Eastern Bypass and secondary education, there would still be opportunity for other stakeholders, such as Health to secure a contribution from developers through S106, if deemed necessary and appropriate. Equally public open space could still be secured through a Section 106. Furthermore the Policy was now more flexible and did not necessarily require a percentage of land to be contributed but could require contributions to upgrade current facilities, focussing on quality not just quantity. CIL did not replace all the other avenues available to the Authority to mitigate the impact of development on communities.

RESOLVED that it be **RECOMMENDED** to Full Council that: -

- (a) The modifications set out in the West Lindsey Community Infrastructure Levy (CIL) Examination Report (Appendix A) to the Draft Charging Schedule be approved and incorporated into the West Lindsey CIL Charging Schedule.
- (b) The West Lindsey CIL Charging Schedule, (Appendix B), which has been amended to reflect the Examiner's modifications, be adopted;
- (c) The position statement provided by Lincolnshire County Council, as requested by the Prosperous Communities Committee, be accepted;
- (d) The supporting policies Instalments and In-Kind and Regulation 123 List (Appendix C, D & E), that were consulted upon alongside the Draft CIL Charging Schedule consultation, also be approved;
- (e) The CIL Charging Schedule be implemented on a date as soon as is practicable on or after 1 January 2018 and in alignment with the other Central Lincolnshire authorities;
- (f) The Chief Operating Officer be authorised to:
 - set the implementation date as per recommendation 5 above
 - make minor changes to improve the presentation of the CIL Charging Schedule
 - improve the presentation, and where necessary, clarification of supporting policy documents; and
- (g) A maximum 5% administration charge be agreed when CIL is adopted

Note: Councillor Gillian Bardsley declared a pecuniary interest in the following item of business, as a landlord, and withdrew from the Chamber prior to its consideration.

65 SELECTIVE LICENSING PROGRESS REPORT AND TENANT PASSPORT

The Committee gave consideration to a report which sought to update Members in regard to the Selective Licensing Scheme. The report also sought approval to the introduction of a Tenant Passport Scheme in the area.

In presenting the report, Officers outlined the current position including the financial position, the support being offered to Landlords and the approach to Enforcement. Information was also provided in respect of the Tenant Passport Scheme, future timescales associated with

the project and the associated work being undertaken to reduce anti-social behaviour.

Debate ensued and Members welcomed the work which had been undertaken to date, in particular the introduction of the Passport scheme to further assist landlords.

Some Members expressed concern that anti-social behaviour including drug use was still a major issue in the area. Officers re-iterated that Selective Licensing was never intended to be the solution but rather one tool which could be used. Officers outlined the numerous other joint initiatives which were taking place in the Ward to reduce and prevent anti-social behaviour. Information sharing between agencies was much improved, key issues, key addresses and residents in the area were regularly discussed. Joint warrants had been executed. Other tools being used were PSPOs and consideration of greater CCTV coverage in the area. Regarding drug use, reference was made to the motion to Council in July regarding crack cocaine use. To date there was little evidence to suggest this drug was an issue within the area, however what had been identified by agencies was the impact drug use by adults was having on young people in the Ward and this had become a focus and priority for agencies concerned.

It was confirmed that the introduction of the Passport Scheme in the Ward would not result in any additional costs, however if the Scheme was to be extended costs would likely be incurred. Any such proposal in the future would be subject to a separate report.

Officers clarified and apologised for the drafting error in recommendation two, its intent was to grant the Chief Operating Officer delegated authority to make any minor technical or house-keeping amendments to the Policy in the future, following consultation with the Chairman of the Prosperous Communities Committee, as was often recommended with new policies. Alternative wording was offered to the Committee and on that basis it was

RESOLVED that: -

- a) the contents of the report be noted and a further update be provided in 12 months time; and
- b) the Tenant Passport Policy be approved to come into effect on 8th January 2018 and the Chief Operating Officer be granted delegated authority to make any minor technical or house-keeping amendments to the Policy in the future, following consultation with the Chairman of the Prosperous Communities Committee.

Note: Councillor Gillian Bardsley returned to the Chamber following consideration of this item.

The Chief Operating Officer advised that he should have earlier placed on record that he was a trustee of Community Lincs, referenced in the Neighbourhood Planning Report.

66 PERFORMANCE AND DELIVERY - PERIOD 2

Members gave consideration to a report which assessed the performance of the Council's

services and key projects through agreed performance measures. Members were asked to review performance and recommend areas where improvements should be made, having regard to any remedial measures already included within the report.

The report summary was structured to highlight those areas that were performing above expectations, those areas where there was a risk to either performance or delivery and those areas where further work was required to either improve the quality of the information provided to Members or where work was already underway to address poor performance.

Areas described as performing well included: Local Land Charges; Development Management (Planning) Customer Services, Trinity Arts Centre and Electronic Service Delivery.

Those areas described as risks included: Enforcement, Gainsborough Markets, Homelessness, Community Grants and Call answering.

Future work was to be undertaken regarding the measurement of customer satisfaction.

Further information was given on each of the above.

Debate ensued and it was suggested that take up of grants may be slow as it was difficult to find information regarding these on the website. A Member who sat on a grant funding panel also suggested that the reported position could be a profiling issue as the Funding Panel had met earlier in the week and awarded in excess of £40,000 which was not referenced within the report. Officers undertook to review the location of website information.

It was suggested that it should be investigated whether CCTV recordings should be held longer than 31 days. Officers indicated that they could speak with Police to see if the retention policy was sufficient, however Members were also reminded that the Authority had to give due regard to data retention legislation.

Members questioned whether the homelessness targets set had been realistic enough in the first instance. In response Officers advised at the time the target was set this had been considered achievable. Since that time, nationally the homelessness picture had considerably changed affected by a number of factors including the welfare reform changes, and reduced access to other support services such as mental health and addiction.

Locally, the increase in demand related to an increase in those individuals and families who were finding themselves in difficulty and seeking support from the Council. There was also a shortage of appropriate accommodation, particularly for young people and large families. Officers had worked closely with Acis to reduce the length of time between a person being allocated permanent accommodation and actually moving from temporary accommodation, this was helping to alleviate the pressure on temporary accommodation.

Unfortunately the Authority did on occasion have to use Bed and Breakfast establishments as temporary accommodation, this was never the preferred option. It was stressed that Members would be advised when such establishments had been used, as this was now a performance measure.

Assurance was offered that homelessness prevention was being closely monitored and was

a matter due to be considered by the Challenge and Improvement Committee.

Members questioned why the volume of missed calls remained so high. In response Officers advised that at key times the service had been understaffed, this had now been addressed. The figure quoted also contained all those calls which went to voicemail and therefore as previously advised Officers were investigating ways to better record performance around this target. Customer Service Standards were also being developed around voicemail messages and would be monitored, this was a priority for the Authority.

In response to Members questions Officers confirmed 6 days was the average length of time it took to resolve a complaint however acknowledgements/ holding responses were sent sooner.

Members welcomed the much improved position of Food Inspections this period.

On that basis it was:-

RESOLVED that having critically appraised the performance of services and key projects, and having had regard to the remedial measures suggested in the report, and the information provided in response to Member questions, no further formal action be requested at this stage, however the suggestions made throughout the debate be considered.

67 FEES AND CHARGES - PROSPEROUS COMMUNITIES

Members gave consideration to a report which detailed proposed fees and charges for service areas and functions, within its purview, to take effect from 1 April 2018.

In presenting the report the fees and charges policy and process was summarised to Members.

The review of fees for 2018/19 had built on the robust exercise carried out in 2017/18 combining the benchmarking previously undertaken with an assessment of the level of cost recovery.

Section 3 of the report summarised the main increases, it was noted that 237 of the 513 fees reviewed were statutory, thereby set by Central Government. 76% had experienced no change whilst 24% had seen an increase. The increases in fees and charges for statutory services sat primarily within Environmental Services and related to charges set by DEFRA. A 4.5% increase across all charges they set had been agreed following national consultation.

Of the 273 non statutory fees and charges (charges set locally) 62% had experienced no change with 38% having increases proposed. Some of the increases were as a result of business cases already having been approved in 2017/18, car parking for example. Other areas proposing increases were Land Charges, Pre-Application advice and Licensing by a standard RPI increase of 3.5%

Debate ensued and Visiting Member Councillor Smith expressed concern at the proposed

increase in respect of pre-application advice at time when he considered the service to not be performing satisfactorily, suggesting that this was simply about raising money.

The Head of Paid Service responded thanking Councillor Smith for the questions he had posed. However Councillor Smith's view of the service and its performance was wrong. Recent independent assessment of the service, including a recent audit by Audit Lincolnshire and DCLG returns confirmed the service is performing well. The Head of Paid Service concurred the service had previously underperformed but this was not now the case. Members were reminded that if they had specific examples of service failure with evidence they should raise these with the relevant team manager. With regard to pre-application advice this was a discretionary fee, yet despite this, demand for the service had increased year on year, suggesting it was valued by the people that took advantage of it and assisted in managing demand within the service.

Councillor McNeill suggested the wording regarding parking charges in Market Rasen could be more kindly phrased.

RESOLVED that: -

- (a) having considered the proposed fees and charges, as detailed in Appendix A - L of the report, they be **RECOMMENDED** to the Corporate Policy and Resources Committee for approval;
- (b) Managers keep fees and charges under review throughout the year and to implement changes during the year if required

68 REVIEW OF THE WEST LINDSEY COUNTY NEWS

Consideration was given to report which sought agreement to change the future format for communicating with residents. In summary the report proposed ceasing the partnership with Lincolnshire County Council in relation to the hard copy County News and replacing this with a digital Newsletter.

The report detailed the consultation which had been undertaken, the financial implications of the proposals and the advantages and disadvantages of the two methods of communication.

Debate ensued and whilst some Members were supportive of the proposals others were concerned that the proposal to go digital alone would exclude some sections of the community. Whilst accepting the idea of a digital newsletter and the benefits it afforded there were calls to also investigate other alternative methods of communication. Options cited included making use of the waste services teams to dispatch news in hard copies; and making use of parish council magazines and distribution networks, making the news relevant to the local community rather than the District as a whole.

It was also accepted that any newsletter regardless of its format needed to deliver news as opposed to history.

In light of the comments expressed throughout the debate the Chairman proposed and sought agreement for an additional recommendation to be included, namely

- (b) “In addition the Prosperous Communities Committee requests a report be produced for a future meeting detailing further additional options to improve channels of communication with its electorate”

On being seconded and put to the vote the amendment were carried. It was therefore: -

RESOLVED that:

- (a) the West Lindsey District Council hard copy County News currently delivered in partnership with Lincolnshire County Council cease and be replaced with a digital newsletter; and
- (b) In addition the Prosperous Communities Committee requests a report be produced for a future meeting detailing further additional options to improve channels of communication with its electorate.

69 BROADBAND OPTIONS

Consideration was given to a report which provided Members with an up to date position with regard to Broadband Provision across the District.

It was noted that since the last report the Authority had been notified by On-Lincolnshire that West Lindsey was now back in the BDUK Scheme and therefore could be considered as part of Phase 3. Further information regarding the impact of this were detailed in Section 2 of the report.

In light of this changed position, although it came with no guarantees, in order to progress forward, the Council would now need to consider whether it wished to pay the partnership contribution allocated in the Capital Programme back in 2013/14.

Officers were still proposing to continue to lobby Central Government for 100% coverage across the District, however in light of the changed position, previous proposals to offer in-house support to communities had not been further investigated at this time.

It was being proposed that this could be considered further in the future in light of the results Phase 3 may or may not deliver.

Debate ensued and Officers re-iterated that it was not being proposed to investigate additional support at this time. Caution was also expressed that Phase 3 of the contract ran until December 2019 and therefore no guarantees could be offered around speed of delivery. However a number of those postcodes identified for proposed inclusion in Phase 3 did fall within those communities identified within the report. Once BT’s definitive plans were understood the Authority could consider how it may wish to support areas not included going forward.

In response to a Members questions Officers clarified that the coverage figure quoted in the report (86.4%) did relate to superfast broadband and did not include any provision offered by Quickline. When comparing coverage to other Districts, ELDC had 83%, NKDC had 91% and city of Lincoln had 99.5%. Lincolnshire as whole averaged at 88% coverage. If Phase 3 delivered what had been indicated, West Lindsey would be ranking as one of the Districts

with the highest coverage of superfast broadband in Lincolnshire. Any services offered by Quickline were additional to this.

RESOLVED that: -

- (a) the Director of Resources be granted delegated authority to sign the partnership agreement with On-lincolnshire and pay the amount of £555k;
- (b) Officers work with BDUK and On-Lincolnshire as part of Phase 3; and
- (c) Officers lobby Central Government to deliver 100% coverage across West Lindsey.

70 WORKPLAN

Members gave consideration to the Committee Work Plan.

RESOLVED that the Work Plan as set out in the report, be received and noted.

The meeting concluded at 8.56 pm.

Chairman

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Prosperous Communities Matters Arising Schedule

Purpose:

To consider progress on the matters arising from previous Prosperous Communities Committee meetings.

Recommendation: That members note progress on the matters arising and request corrective action if necessary.

Matters arising Schedule

Active/Closed	Active				
Meeting	Prosperous Communities Committee				
Status	Title	Action Required	Comments	Due Date	Allocated To
Black					
	s106 - monies held report	Extract from mins of mtg 6/6/17 It was further indicated that the Committee would welcome a more detailed report regarding monies held from off-site contributions for affordable housing, including the level of monies held and any time limits which applied. Officers were agreeable to this suggestion.	Please see above extract and the report that Members have requested. This item needs to be added to the f plan Cttee Admin have provisionally scheduled this for October - please review and amend as appropriate. Item to be considered in December 201	31/01/18	Rachael Hughes
	market rasen car parking charges review	Extract from Mins of Mtg 24/10/17 (c) the amendment to the car parking charging regime be reviewed in 12 months' time and options to secure cost recovery be developed and consulted on in October 2018, for implementation in April 2019.	item has been added to forward plan for October 2018	06/11/17	Eve Fawcett-Moralee

	Selective Licensing - Further 12 month update	Extract from Mins of Mtg: - 24/10/17 a) the contents of the report be noted and a further update be provided in 12 months' time	Item has been added to the forward plan for October 2018	06/11/17	Andy Gray
	Future Communications Options Report	Extract from mins of meeting on 24/10/17 (b) In addition the Prosperous Communities Committee requests a report be produced for a future meeting detailing further additional options to improve channels of communication with its electorate.	This item has been added to the forward plan for March 18. Please revise as appropriate.	06/11/17	Julie Heath
	Green				
	CIL PARISH COUNCIL TRAINING	This matter has been referenced 21 March 17. and May 2017	training will be organised after the adoption of CIL	12/05/18	Rachael Hughes
	S106 MONITORING - OUTCOME REPORT TO PLG CTTEE ALSO	Extract from mins of mtg 6/6/17: - Debate ensued and Visiting Member, Councillor Tom Smith sought indication of how far back the review would extend? Whether the outcome would also be reported to the Planning Committee? And when it was likely the new IT system referred to would be operational? In responding, Officers advised that the review would go as far back as 2010 but would be guided by evidence prior to that. Officers were happy to present the outcome report to the Planning Committee	Please see above extract when preparing this report for PC Committee please note this report also needs to be submitted to plg cttee for information. PLEASE ADD THIS ITEM TO THE FORWARD PLAN FOR BOTH CTTEES	01/12/17	Rachael Hughes

	wellbeing board representation	<p>extract from mins of meeting 18/7/17 (a) a formal request for additional District Council representation at the Lincolnshire Health and Wellbeing Board be made by the following means: -</p> <p>(i) a formal request be made by WLDC in isolation, via a letter from the chair of the Prosperous Communities Committee and Health Commission; and</p> <p>(ii) the Chairman of Prosperous Communities Committee and Health Commission seek the collective support of the other six district councils to write to the Health and Wellbeing Board collectively; and</p>	<p>Please confirm when request has been made. Please also advise of any response received through this matters arising .</p> <p>Request has been made and is awaiting consideration by the Board.</p>	31/01/17	Michelle Howard
	member champions	<p>Extract from mins of meeting 6/6/17 a further report be submitted to a future meeting of the Committee regarding the role, purpose and positions held by Member Champions, in order that their future use could be better assessed. the full minutes from the meeting detail concerns raised and actions required when formulating this report</p>	<p>this matter will be discussed at a future chairs briefing in the first instance (likely august) after which time a report will be added to the forward plan</p> <p>MO and Chair have further discussed this matter, consultation will be undertaken with team managers, current champions and the leader regarding these roles. The outcome of such will be reported to the relevant committees in due course. This piece of work will likely take place over the Autumn/Winter.</p>	05/01/18	Alan Robinson
Grand Total					

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Committee: Prosperous Communities

Date: 05th Dec 2017

Subject: Affordable Housing Contributions update

Report by:

Rachael Hughes

Contact Officer:

Rachael Hughes
Developer Contributions Officer
rachael.hughes@west-lindsey.gov.uk

Purpose / Summary:

Members of the Prosperous Communities Committee requested an update in relation to the amount of Affordable Housing Contributions held by the Council.

RECOMMENDATIONS: That members;

1. This report is for information only and therefore requires no decision

IMPLICATIONS

Legal: This report is for information only and therefore has no legal implications

Financial : FIN/105/18

This report is for information only and therefore has no financial implications

Staffing : This report is for information only and therefore has no staffing implications

Equality and Diversity including Human Rights : n/a

Risk Assessment : n/a

Climate Related Risks and Opportunities : none

Title and Location of any Background Papers used in the preparation of this report:

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1.0 Background

- 1.1 A paper updating member on s.106 agreements was taken to Prosperous Communities Committee on 06th June 2017. During the meeting it was agreed by the Committee that they would welcome a more detailed report regarding monies held from off-site contributions for affordable housing, including the level of monies held and any time limits which applied. This paper does not however provide information on projects which may be supported by the s106 monies as this would be subject to separate governance and scrutiny by Members.

2.0 Purpose of off-site contributions for affordable housing

- 2.1 Affordable housing is defined in the NPPF as housing provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes, local house prices and local connection.

- 2.2 West Lindsey's housing needs are informed by the Central Lincolnshire Strategic Housing Market Assessment published in July 2015 and the housing register operated by the Home Choices Team. The information derived from these sources has been used to enable the development of the housing strategy in the Local Plan adopted in April 2017.
- 2.3 The Local Plan requires that new development delivers a minimum of 25% affordable housing in the Lincoln Strategy Area and 20% in the rest of the district.
- 2.4 Whilst it is always preferable for Affordable Housing to be delivered on site for the purposes of directly meeting the identified need, there are a few instances where affordable housing can not be provided on site and an off site contribution is sought. The decision on whether an off site contribution may be accepted is made in conjunction with the Housing Strategy Team and is considered on a case by case basis.

3.0 Current Position in West Lindsey

- 3.1 The table at paragraph 3.2 sets out the monies currently held by the Council for the purposes of providing affordable housing. The table also includes any restrictions on spend, specifically the timeframe for spend and locality in which it should be spent.

3.2

3.3

Current S106 monies held for Affordable Housing				
Planning Reference Number	Developer	2017/18 CF £	Received	Time & Locality restrictions on spend
122793	Beal Homes	100,000	10/11/14	Spend within 5 years of receipt within the district of West Lindsey
		483,274	13/07/15	
127687	Cherry Tree Homes	43,283	12/03/17	No restrictions on spend or locality within the District
130006	Mr Burnett - Kier Taylor	8,212.78	01/09/15	No restrictions on spend or locality within the District
128773	Pride Homes	209,519	20/04/17	Affordable housing contribution to be applied for provision or improvement of affordable housing in Cherry Willingham
130717	Cyden Homes	218,258	28/04/17	Spend within 5 years of receipt for the provision of Affordable Housing within a 5 mile radius of Faldingworth
		1,062,546		

Once the monies have been received by the Council it is made available to the Housing Strategy Team, who develop projects across the district for the provision of affordable housing in line with the requirements of the obligations.

- 3.4 No monies secured through s106 agreements for the purposes of providing affordable housing have had to be returned to the developer.

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**Committee Prosperous
Communities**

Date 5th December 2017

Subject: Car Parking Consultation Feedback

Report by:

Eve Fawcett - Moralee
Director of Commercial and Economic Growth

Contact Officer:

David Kirkup
Senior Property Strategy & Projects Officer
01427 676554
David.Kirkup@west-lindsey.gov.uk

Purpose / Summary:

To review the results of the consultation exercise regarding charging timebands and free periods, and seek Members approval to introduce 1 hour Free Parking in Gainsborough and withdrawing Free After 3pm parking.

RECOMMENDATION(S): That members:

- 1. Approve the majority view of the consultees that a period of 1 hour free parking at any time be introduced in Gainsborough with effect from 1st April 2018 and support this amendment to the parking tariffs.**
- 2. Approve the withdrawal of Free After 3pm parking with effect from 1st April 2018.**

IMPLICATIONS

Legal: The change would require a revision of the legal order

Financial: FIN/111/18

The Car Parking Strategy approved in July 2017 identified a net contribution to the Council of £90k p.a. (£60k of which will be utilised to fund future investment in Car Parking).

Included in this amount was the estimated cost of £35k for the introduction of 1 hour free anytime and additional income of £17k for reintroducing charging after 3pm. Therefore an £18k net reduction in income.

The additional costs of signage, legal work and changes to machine software will cost circa £2k and this will be contained within the overall Car Parking Budget.

The Corporate Policy and Resources Committee, at their meeting in July 2017 approved to accept the decision of this Committee in relation to approving these costs, as part of the Car Parking Funding Strategy.

Staffing: The resource time to implement the changes would come from within existing staff time

Equality and Diversity including Human Rights: None. Blue badge users are unaffected by the proposed changes.

Risk Assessment:

Climate Related Risks and Opportunities:

Title and Location of any Background Papers used in the preparation of this report:

[Corporate Policy and Resources Committee 27 July 2017](#)

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1. Executive Summary

- 1.1 This report follows an earlier report on the review of the Parking Strategy for Gainsborough. It was resolved that a consultation exercise be carried out on alternative charging options. This report summarises the findings of the options and seeks Members approval for implementing the preferred option that charges are reinstated from 8am – 6pm Monday – Friday with the first hour free.

2. Introduction

2.1 In accordance with the wishes of the Chair and Prosperous Communities Committee, earlier this year the council carried out a review and update of the Gainsborough Car Parking Strategy to ensure that the supply of car parking responds to current and future demand; and is aligned to the regeneration programme of the town. The primary aim of the review was to support town centre viability and local traders demonstrating that the Council has listened and responded to concerns in this regard.

2.2 There have been frequent calls from businesses over recent years for a period of free parking in Gainsborough. In August 2016 the Council introduced free parking after 3pm on the chargeable days (Monday – Saturday). Whilst measure was generally well received, some businesses were still requesting a free initial period of parking.

2.3 When the Parking Strategy Review was reported to Committee in June 2017, it was resolved that the Council consult town centre businesses and stakeholders on the following:

- Allow the first hour of parking to be free at any time; or
- To retain the free after 3pm policy.

Officers were subsequently advised that a minimum of three options would be required to constitute appropriate consultation. Consequently the option of charging from 8am – 6pm was added as the 3rd option.

3. Consultation Exercise

- 3.1 A copy of the consultation form is attached at Appendix 1.
- 3.2 A copy of the results is attached at Appendix 2
- 3.3 A summary of the results is as follows;

1 st hour free at any time, charging 8am-6pm Monday – Saturday	68% in favour
Charge for parking between 8am – 3pm Monday – Saturday, free after 3pm	26% in favour
Charge for parking between 8am – 6pm Monday – Saturday	6% in favour

A range of comments (around 180) were also received. These will be grouped into similar areas and responses will be provided via the web site. If members would like to see the full set of comments they can be sent on request.

4.0 Financial Implications

4.1 The estimated annual cost of changing from the current arrangement of free after 3pm to 1st hour free is an estimated reduction in income of £17k, whereas a change to the 8am to 6pm charging tariff would raise an estimated £17k per annum. There are one-off costs of implementing the changes to signage, machine software and legal fees of around £2k

The Gainsborough Car Parking Strategy included this proposal within its finance and approved to accept the decision of this Committee in this regard. Therefore the reduction in income will be incorporated into the Medium Term Financial Plan.

5.0 Recommendation

5.1 Approve the majority view of the consultees that a period of 1 hour free parking at any time be introduced in Gainsborough with effect from 1st April 2018 and support this amendment to the parking tariffs.

5.2 Approve the withdrawal of Free After 3pm parking with effect from 1st April 2018



West Lindsey District Council Gainsborough Car Parking

HELPFUL HINTS FOR COMPLETING THIS QUESTIONNAIRE

- Please read each question carefully. In most cases you will only have to tick one box but please read the questions carefully as sometimes you will need to tick more than one box, or write in a response.
- Once you have finished please take a minute to check you have answered all the questions that you should have answered.
- If you have any questions about this survey please email Katy Allen on katy.allen@west-lindsey.gov.uk.

The council is working to ensure that the supply of car parking in Gainsborough and Market Rasen responds to current and future demand. The first part of work is based on Gainsborough with Market Rasen being consulted on later in the year.

The primary aim of this review being to support town centre viability and local traders demonstrating that the Council has listened and responded to concerns in this regard. Additional parking has been created at Bridge Street in Gainsborough and more will be added by Christmas at what will soon be the former Lidl site. Refurbishment and extension of Roseway car park will be carried out next April which will provide easy access to the Travelodge and other businesses which will overlook the area.

1. Are you a resident of Gainsborough or the surrounding area? **Please tick one box only**
 - Yes
 - No
2. Do you work or visit Gainsborough? **Please tick one box only**
 - Yes
 - No
3. How often do you go into Gainsborough? **Please tick one box only**
 - Daily
 - Weekly
 - Monthly
 - Only a few times a year
 - Yearly
 - Never

The council introduced free parking after 3pm in August 2016 in response to requests for a free parking period. The current tariff of charges in Gainsborough is:

0-1 hour	£0.60
1-2 hours	£1.10
2-3 hours	£1.60
3-4 hours	£2.00
4-6 hours	£3.30
6+ hours	£3.90

The council is seeking peoples views on whether this option is still the best one. Obviously it has a cost and it needs to ensure that it is achieving benefits for businesses and car park users.

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4. Which one of the following options do you feel should be implemented in the WLDC owned car parks in Gainsborough? **Please tick one box only**

- Allow the first hour of parking to be free and charged thereafter between the hours of 8am and 6pm
- Charge for parking between 8am and 3pm. Parking after 3pm with no charge.
- Charge for car parking from 8am till 6pm

5. Any other comments on the Gainsborough Car Parking consultation

Thank you very much for your time completing this questionnaire.

Please click submit once and you will be taken to the West Lindsey website. This will show that the survey has been submitted.

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West Lindsey District Council

Gainsborough Car Parking

237 responses through the website and 473 responses from the Citizen Panel. Total of 710 responses. Please note that not everyone responded to every question. The percentages are based only on those which responded to that question.

1. Are you a resident of Gainsborough or the surrounding area?

	Citizen Panel	Online	Total
Yes	182	224	406 (58%)
No	283	11	294 (42%)
Total	465	235	700

2. Do you work or visit Gainsborough?

	Citizen Panel	Online	Total
Yes	263	222	485 (70.3%)
No	193	12	205 (29.7%)
Total	456	234	690

3. How often do you go into Gainsborough?

	Citizen Panel	Online	Total
Daily	50	130	180 (25.75%)
Weekly	112	93	205 (29.3%)
Monthly	50	8	58 (8.3%)
Only a few times a year	103	3	106 (15.2%)
Yearly	50	0	50 (7.15%)
Never	100	0	100 (14.3%)
Total	465	234	699

The council introduced free parking after 3pm in August 2016 in response to requests for a free parking period. The current tariff of charges in Gainsborough is:

0-1 hour	£0.60
1-2 hours	£1.10
2-3 hours	£1.60
3-4 hours	£2.00
4-6 hours	£3.30
6+ hours	£3.90

The council is seeking peoples views on whether this option is still the best one. Obviously it has a cost and it needs to ensure that it is achieving benefits for businesses and car park users.

4. Which one of the following options do you feel should be implemented in the WLDC owned car parks in Gainsborough?

	Citizen Panel	Online	Total
Allow the first hour of parking to be free and charged thereafter between the hours of 8am and 6pm	300	157	457 (67.9%)
Charge for parking between 8am and 3pm. Parking after 3pm with no charge	101	72	173 (25.7%)
Charge for car parking from 8am till 6pm	39	4	43 (6.4%)
Total	440	233	673



Committee - Prosperous Communities

Date 5th December 2017

Subject: Introducing an annual charge for garden waste collections

Please insert ✓ or N/A to verify this report has been cleared by:-

Finance	Legal (MO)	HR	Directors Sign Off	Management Team
✓	✓	✓	✓	✓

To be removed by Committee Admin immediately prior to agenda despatch

Report to be with Committee Admin no later than 5 working days before Chair's briefing and final report no later than 6 working days before Committee.

Report by:

Chief Operating Officer

Contact Officer:

Adrian Selby
Strategic Manager-Services
01427 675154
Ady.selby@west-lindsey.gov.uk

Purpose / Summary:

For Members to decide on the introduction of a charge for kerbside garden waste collections. If Members resolve to introduce a charge

- For Members to decide on the level of service to be delivered and,
- for Members to recommend a level of charge to Corporate Policy and Resources Committee

RECOMMENDATION(S):

- a. Prosperous Communities Committee resolves to discontinue free kerbside collections of garden waste and agree to the introduction of a charge for the service.
- b. Prosperous Communities Committee resolves that Operational Services should deliver a service during April – November inclusive. (Option B)

c. Prosperous Communities Committee resolves to recommend to Corporate Policy and Resources Committee an annual subscription of £35 per annum for all garden waste collections, and this be non-refundable in full or part.

IMPLICATIONS

Legal: Under Controlled Waste Regulations (2012) it is statutory for the Council to arrange for the collection of garden waste, but a charge for this service can be applied.

(N.B.) Where there are legal implications the report MUST be seen by the MO

Financial : FIN/112/18

The current Green Waste Services costs a total of £776k per annum. This cost is currently met within the overall budget envelope and therefore funded from all Council Tax payers.

The proposal to introduce charges for the Green Waste Collection Services is in line with our Fees and Charges Policy for introducing charges where no charges currently exist, and the necessity to meet the funding gap created by reducing Government Grant funding, whilst maintaining Council services.

Additional costs of introducing a charge for the Green Waste Service will be incurred for implementation, administration and promotion and totals £77k.

However, based on the forecast take-up and the proposed price of £35 (non-refundable in full or in-part) the income generated could be in the region of £758k therefore providing a net contribution towards the funding gap of £681k.

The Medium Term Financial Plan 2018/19 includes for a net contribution of £502k as this is deemed to be a prudent estimate for this purpose.

Staffing : HR ref is HR042-11-17

There are no immediate implications for the Councils workforce as a result of these proposed changes.

(N.B.) Where there are staffing implications the report MUST have a HR Ref

Equality and Diversity including Human Rights : An Equalities Impact Assessment can be found at Appendix 2.

Risk Assessment : A Project Risk Assessment can be found at Appendix 3.

Climate Related Risks and Opportunities :

Risk-

- Introducing a charged service may also increase the amount of resident visits to Household Waste Recycling Centres.

Opportunities-

- There would be an increased usage of compost bins, this is the most environmentally friendly disposal route for garden waste.
- Introducing a charged service could reduce the total amount of fleet miles

Title and Location of any Background Papers used in the preparation of this report:

The DEFRA fly-tipping statistics 2016-17 referred to in paragraph 8.06 can be found by following the link below;

<https://www.gov.uk/government/statistics/fly-tipping-in-england>

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1. Executive Summary

- 1.01** Following an extensive community consultation, this report seeks approval from Members to cease the current kerbside garden bin service and implement a self-funding garden waste service by implementing a charge for the collection of household garden waste from April 2018.
- 1.02** The consultation began following approval from Members at this Committee on 12 September 2017. Delivery of this work has been identified by Members as part of the overall budget consultation saving proposals and forms part of the Councils' draft medium term financial plan.
- 1.03** The consultation exercise was inclusive, 4031 responses were received which is 4.3% of the population of the District. The full consultation is discussed later in the report and at Appendix 1, however it is reasonable to conclude that residents consider it fair to implement a small charge rather than increase Council Tax, most households would subscribe to the service, most prefer the current delivery model and most would pay online.
- 1.04** The report considers the national and local picture regarding charging for this service and identifies the appropriate legislation.
- 1.05** It identifies the cost of providing the current service and four scenarios for future service delivery.
- 1.06** The paper offers information around resident's primary concerns with introducing a charge.
- 1.07** It introduces a fairness principle by suggesting that a user pays ethos should be introduced. Currently, the cost of service is borne by all Council Tax payers, whether they have access to, or choose to use the service. A payment per bin seems fairer.
- 1.08** The financial model is based on a unit cost principle, it costs a certain amount to empty each bin and this cost should be used to develop a cost recovery model. There has been an emphasis on making the primary product as good value as possible, this has meant difficult decisions around discounts and payments methods have been made.
- 1.09** This report also updates the standards applicable to the waste service in connection with the introduction of a chargeable garden waste service.
- 1.10** An EIA has been carried out and can be found at Appendix 2

2. The Financial Position

- 2.01** Since 2013/14 West Lindsey District Council has delivered £3.4m of savings and efficiencies to meet the cost of growth and Government funding reductions. In 2015/16 the Government announced it will continue to reduce the Revenue Support Grant to WLDC from £2.5m to nil by 2019/20.
- 2.02** To ensure that services have continued, WLDC has embarked on a strategy of increased efficiency and income generation whilst continuing to deliver quality services.
- 2.03** Part of this strategy is to consider charging for services which are currently provided for free. The service which provides the most potential for the authority to raise income is the kerbside garden waste collection service.

3. Legislation

- 3.01** Legislation demands that residual and dry recycling collections are provided to residents without a charge.
- 3.02** Under the Controlled Waste Regulations (2012) and Environmental Protection Act (1990), it is statutory for WLDC to arrange collection of garden waste but a charge for collection can be made.
- 3.03** There is often debate around whether WLDC could choose to stop collecting garden waste and take the cost of service as a saving. At October 2017, there were 30 authorities which did not provide a dedicated garden waste service garden waste service. Officers have established most of these authorities provide a collection mixed with other recyclables such as food waste or cardboard, charges cannot be introduced in this instance. Just three Councils, Hammersmith and Fulham, isles of Scilly and Westminster do not provide any level of garden waste service. Some, who traditionally did not provide a service, including South Holland and Bassetlaw, have introduced a charged service in the last financial year.
- 3.04** It is highly likely that the Council would be challenged if it resolved to stop providing this service. This challenge could come from the Waste Disposal Authority as it would compromise its ability to achieve statutory recycling targets, from an environmental action group or from a disgruntled resident.
- 3.05** For these reasons, stopping collections is not being considered as part of this report

4. Current Service

- 4.01** The current garden waste collection service has been free to most residents since the introduction of the Triple Bin Scheme in 2009.
- 4.02** Around 2,000 households, mainly in the South West Ward of Gainsborough but also including some remote properties, cannot receive the service. This is either because the properties are unsuitable for wheeled bins or because the garden waste freighters are too big to service the properties.
- 4.03** The service runs from the first week in April until the last week in November, residents receive eighteen collections each year. Members resolved to suspend collections during four winter months in July 2012 following analysis showing comparatively little material was collected in those months.
- 4.04** Residents can subscribe to additional garden waste bins at a cost of £30 per year. In 2016/17 there were around 1,767 subscribers bringing in £51k income to the Council.
- 4.05** The current service costs £776k, Table 1 below identifies how this budget is made up.

Table 1

Direct Costs	
Operational Costs	£318,890
Vehicles	£200,850
Management	£80,470
Total Direct Costs	£600,210
In Direct Costs	
Depots	£14,350
Support Services	£62,740
Depreciation	£99,100
Total Indirect Costs	£176,190
Full cost of service	£776,400

- 4.06** The Waste Services provided by the Councils in-house team are very popular with residents and regularly receive satisfaction ratings of over 90% (source-Citizens Panel)
- 4.07** The service benchmarks itself against other authorities through the Association of Public Service Excellence. It has been nominated for awards on the national stage in each of the last six years and won the Best Performer for Refuse Collection for two of those years.

4.08 The garden waste service consists of four collection rounds and five crews. Staff work four days per week, vehicles work for five days each week to ensure that best value is achieved from these expensive resources.

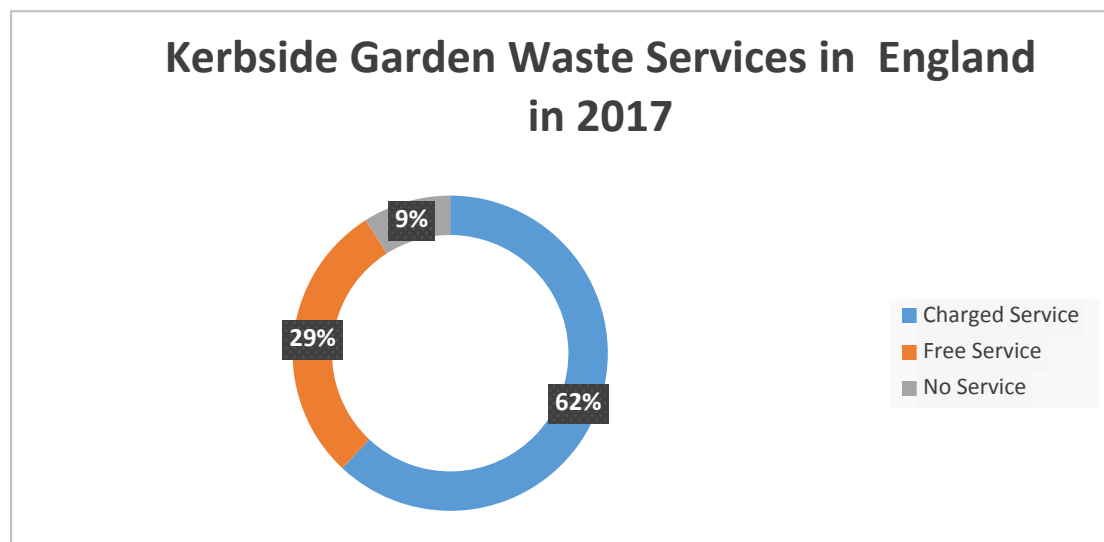
4.09 In 2016/17, operatives collected almost 12,000 tonnes of garden waste which accounted for well over half of the 51.5% recycling rate achieved last year.

4.10 Neither WLDC as the Waste Collection Authority or Lincolnshire County Council (LCC) as the Waste Disposal Authority (WDA) achieve any income from the sale of this material, in fact the WDA pays a 'per tonne' gate fee to dispose of it.

5. The National Picture

5.01 Desktop research has revealed that 62% of local authorities in England currently charge an annual fee for kerbside garden waste collections, more are considering introducing a charge for this service in coming years. Chart 1 shows the percentage of Local Authorities in England which charge for garden waste collections.

Chart 1



5.02 Of the 9% that offer no service, almost all collect garden waste with another recycling stream such as food waste or cardboard. In these cases it is not legislatively possible to charge.

5.03 Findings show that the introduction of annual garden bin fees has recently rocketed, as Council's look for ways to cope with ever-tightening budgets. A record number introduced charges in 2016/17.

5.04 The lowest subscription for a 240 litre bin is £20 per year, the most expensive is £96. The mean price for collections in England is £41.36 per year.

6. The Local Position

6.01 Table 2 below shows the situation in Lincolnshire and Bassetlaw with regard to the provision of garden waste collections including the cost, year of implementation and take up of the service.

Table 2

Authority	Current Charge 1st bin	Additional bins	Year introduced	Winter service	Take up
Boston Borough Council	£30	£15	2016	No service Dec-Feb	47%
City of Lincoln Council	£33	£15	2013	All year	38%
East Lindsey DC	£40	£40	2013	Monthly in winter	47%
North Kesteven DC	£30	£12	2012	Reduced service Dec-Jan	52%
South Holland DC	£49	£30	2016	No Xmas collections	Still being piloted
South Kesteven DC	£33	£16.50	2011	Monthly Dec/Jan/Feb	52%
North Lincs Council	Free		N/A		
North East Lincs Council	£35	£35	2015	No service December to February	Unknown
Bassetlaw Council	£30	£30	2017	No collection Dec/Jan/Feb	Unknown

6.02 Apart from the unitary North Lincs Council, West Lindsey is the only authority in Greater Lincolnshire and Bassetlaw which is providing garden waste collections free of charge.

6.03 The average charge in Lincolnshire and Bassetlaw is £35

7. Consultation

- 7.01** In September 2017, Prosperous Communities Committee resolved to task officers with undertaking a comprehensive consultation exercise
- 7.02** This consultation sought to understand the views of various stakeholders regarding the proposed change in service. These stakeholders included all residents, Parish and Town Councils, disability network group, the Waste Disposal Authority and District Council Members.
- 7.03** The consultation cost the authority £1,838, this has been funded from within existing operational budgets.
- 7.04** The consultation lasted for six weeks and closed on November 19th.
- 7.05** Responses were anonymous, however postcodes were collected and used to model which wards had particular issues.
- 7.06** Full details of the consultation results are available at Appendix 1, the following paragraphs will summarise these results.
- 7.07** **Disability Network Group**-The Council hosts regular meetings with this group, officers attended in order to describe the proposed service and understand concerns of the group. The issues raised included the affordability of the service, the ability to pay through a variety of means and the reduction in choice as disabled residents are less able to take garden waste to Household Waste Recycling Centres. The Group was highly complementary of the current level of service received. An Equality Impact Assessment has been included at Appendix 2
- 7.08** **Waste Disposal Authority(WDA)**- Lincolnshire County Council are responsible for the disposal of all waste in Lincolnshire and also operate a number of Household Waste Recycling Centres throughout the County, Officers wrote to County Council colleagues explaining the potential changes. The WDA replied and in summary asked that Members understand the impact on the residual waste stream and consider the increased use of Household Waste Recycling Centres. They also questioned whether enforcement activity would increase and whether Compost Bins would continue to be promoted.
- 7.09** **Parish and Town Councils**- Officers wrote to all Parish and Town Councils inviting them to complete an online form to give their views, seven councils completed the survey online. In summary, Parish and Town Councils understood the need to implement a charge, the main concerns raised were;
- Increase in fly-tipping
 - Distance to Household Waste Recycling Centres
 - Council should sell the end product (compost)

Workshops were also organised at Caistor, Gainsborough, Market Rasen and Welton, representatives from Town and Parish Councils were invited. There was very low attendance at these events, an average of just two Parish Councils were represented at each of the venues. There was general agreement with the principle of charging. Market Rasen Town Council asked that their opposition to charging be noted. Snitterby Parish Council asked that their comments be recorded also, whilst they understand the financial pressure the District Council is undergoing, it is disappointed a charge is being considered.

7.10 Residents-A booklet outlining the potential changes and why the Council was considering them was distributed to every household in the District during mid to late September. Residents were asked to complete an online consultation, alternatively they could call the Customer Service Centre and representatives would fill the forms out on their behalf. Officers also held drop in centres at Gainsborough and Market Rasen every Tuesday and Friday throughout October. In total 4031 residents responded to the consultation. Around 90% of respondents were over 44 years old, this compares to 54% in the 2016 census. The full results of the consultation can be found at Appendix 1 but are summarised below:

Q3: After considering all information, including the level of Government cuts and the scale of the financial challenges that West Lindsey faces, to what extent do you agree or disagree with the following statement: “Given the circumstances, it is fairer to introduce a small charge to fund the garden waste service for only those that use it, rather than making all residents pay for it through increased Council Tax.”

- Strongly agree (20%)
- Agree (51%)
- Neither agree or disagree (12%)
- Disagree (8%)
- Strongly disagree (9%)

Q4: If a chargeable garden waste service is implemented, how do you think you would deal with your garden waste?

- Pay the annual fee for one bin (62%)
- Compost at home (15%)
- Pay the annual fee and use more than one bin (10%)
- Take more garden waste to HWRC (8%)
- Other (5%)

Q5: If you think that you might like to subscribe to the service, please tell us which of the collection options you’d prefer

- Option A: Fortnightly collections (Apr-Oct) (20%)
- Option B: Fortnightly collections (Apr-Nov) (42%)
- Option C: Fortnightly collections (Mar-Nov) (24%)
- Option D: Fortnightly collections (Apr-Nov) + mthly (14%)

Q6: If you were to take the service, how would you prefer to pay?

- On-line (48%)
- Direct Debit (28%)
- Phone (17%)
- Post Office/Pay Point (5%)
- No response (2%)

7.11 Members-Two workshops were held for Members on 27th November

7.12 The following paragraphs will address the main issues raised throughout the consultation.

8. Flytipping

8.01 The primary concern raised by most stakeholders throughout the consultation was that bringing in a charge would result in an increase in fly-tipping.

8.02 Nationally, flytipping rates have increased in the last year and it is estimated that local authorities spent £58m on dealing with this environmental crime.

8.03 Rates in West Lindsey reduced last year, it is estimated that the 983 incidents cost the authority £58k.

8.04 Officers have consulted colleagues at neighbouring authorities, Table 3 summarises the results. The highlighted data indicates the year a charge for garden waste collections was implemented.

Table 3

Authority	Number of fly-tipping incidents					
	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
North Kesteven	846	811	957	863	978	1013
South Kesteven	679	372	752	930		683
East Lindsey	1447	1786	2053	1620	1504	1517
CoLC	885	934	1050	1258		1455
West Lindsey	722	764	638	1043	1477	970

8.05 It can be seen that fly-tipping rates have been dynamic in these authorities and there is no obvious link between charging for garden waste collections and an increase in fly-tipping.

- 8.06** A DEFRA report has recently been released and can be seen at <https://www.gov.uk/government/statistics/fly-tipping-in-england>
- 8.07** It identifies that there has been an increase in fly-tipping over a number of years, although does urge caution when considering this data as there have been improvements to the way authorities record and deal with these incidences, this is true in West Lindsey. It also identifies that incidents of green waste being fly-tipped have decreased over the monitoring period despite many authorities introducing a charge.
- 8.08** A recent report to Lincolnshire Waste Partnership identified the composition of fly-tipping in the County, it can be viewed at Appendix 4. It shows that green waste makes up less than 6% of fly-tipping in all Lincolnshire authorities. Paradoxically, West Lindsey has the highest rate of green waste fly-tipping despite offering a free collection service.
- 8.09** All this data suggests that understanding the reasons for fly-tipping incidents is complicated, there does not appear to be any evidenced connection between charging for garden waste and an increase in incidents. It does however, remain a legitimate concern for residents and other stakeholders, Members may feel it proportionate to protect against the perceived risk.
- 8.10** As part of the strategy to combat fly-tipping, the Council has recently acquired the ability to undertake covert surveillance. A recent campaign in an identified hot spot did not result in prosecution but did prevent any new incidents.
- 8.11** It is proposed to monitor the levels of garden waste fly-tip incidents during the first six months of delivery and work in conjunction with the Corporate Enforcement Team to resolve emerging issues.

9. Council Tax

- 9.01** A common viewpoint from respondents to the consultation was that as the cost of the service is currently accounted for within the annual Council Tax bill, the authority should continue to fund it.
- 9.02** The financial position of the Council is well-publicised. Reducing Government funding means Members are carefully considering priorities and must make difficult decisions around service provision.
- 9.03** The Council has been able to make efficiency savings and deliver commercial projects such as Commercial Waste to boost our income streams, to meet our funding gap. Therefore, unlike all other districts in Lincolnshire, we've been able to resist the consideration of a direct charge until now.

10. Recycling Rate

- 10.01** Whilst a proportion of customers do not currently use the garden bin service, it should be noted that the implementation of this scheme will reduce the overall tonnage of compostable material sent for processing.
- 10.02** Benchmarking the experiences of other authorities suggests that introducing a charged service could potentially reduce the Councils' overall combined recycling and composting rate by around 3-5% to approximately 45%.
- 10.03** The current legislative target is for authorities to recycle 50% of waste arisings by 2020. There is some debate about whether this is a combined national target or a target for individual disposal authorities.
- 10.04** Despite this target being enshrined in European and UK legislation, there is still no clear guidance on where, or what the nature of, penalties for failure to achieve this will fall.
- 10.05** Work is being undertaken through Lincolnshire Waste Partnership to improve the amount and quality of blue bin dry recycling, which will help to mitigate the loss of compostable material. Other potential recycling streams are also being scoped.

11. Residual Waste Stream

- 11.01** There has been some suggestion from stakeholders that residents may dispose of their garden waste in residual waste bins to avoid paying the charge.
- 11.02** The Waste Disposal Authority in their consultation response, suggest this may have happened in other areas when a charge was introduced
- 11.03** One of the results of this practice would be a reduction in performance levels at the Energy from Waste plant at North Hykeham, this is because the calorific value of garden waste is much lower than other waste streams.
- 11.04** However, an audit of the County's residual waste stream has recently been conducted, the first one since 2009. It reveals that there is a lower percentage of green waste in the residual waste stream now than there was at that previous audit despite most Lincolnshire Authorities charging for the service.
- 11.05** In 2009 10% of the residual waste collected was garden waste, the audit in 2017 revealed this had reduced to 4%. Some of this reduction is due to two collection authorities, who previously had limited separate garden waste collections, introducing a service.

- 11.06** However, it is significant that during this period all other Lincolnshire authorities introduced a charge for garden waste. A common misconception is that more garden waste will end up in the residual stream as a result of charging, but this latest evidence appears to counter that argument. It should also be considered that West Lindsey have a comparatively small residual waste wheeled bins at 180litres, there is little room to fit in garden waste on top of residual requirements.
- 11.07** Officers recommend mitigating this risk by confirming Waste Enforcement Policies which will be refreshed and brought to this Committee for approval in March 2018.

12. Household Waste Recycling Centres (HWRC)

- 12.01** Lincolnshire County Council as the Waste Disposal Authority are responsible for the provision of Household Waste Recycling Facilities.
- 12.02** They have a non-statutory policy of ensuring that 95% of Lincolnshire residents should be within 12 miles distance of an HWRC. Within West Lindsey, there are facilities at Corringham Road in Gainsborough and Gallamore Lane at Market Rasen. Residents can also use other facilities within Lincolnshire free of charge, the Great Northern Terrace in Lincoln and Fairfield Industrial Estate in Louth sites are popular with West Lindsey residents.
- 12.03** Whilst this covers most of West Lindsey residents, a small part in the north of the district is outside of this limit, this affects households mainly in the Keelby area. For these residents, it is closer to take waste to sites provided by neighbouring authorities rather than the Rasens HWRC in Market Rasen.
- 12.04** There is currently no cross border agreement between Lincolnshire County Council, North Lincolnshire Council or North East Lincolnshire Council
- 12.05** West Lindsey residents can pay to use sites in North Lincolnshire, for an annual subscription of £144 they can use the facilities 12 times. There is no formalised way for West Lindsey residents to use facilities in North East Lincolnshire.
- 12.06** West Lindsey District Council is a Waste Collection Authority and has no powers relating to the disposal of waste.
- 12.07** Officers have lobbied disposal authorities to find a solution to this apparent anomaly and will continue to do so. There are some good practise examples nationally of cross-border working between disposal authorities and Officers will continue to promote similar solutions in Greater Lincolnshire.

13. Composters

- 13.01** The consultation identified that 15% of residents would use composting as a means of disposal for garden waste.
- 13.02** Composting is the most environmentally friendly route of disposal and it should be encouraged as much as possible
- 13.03** The Council has an agreement in place through Lincolnshire County Council and Straights Manufacturing to provide residents with subsidised compost bins. The following are examples of sizes and prices, residents can also benefit from a buy one, get one half price offer.
- 220 litre bin for £17.98
 - 330 litre bin for £19.98
- 13.04** The Council will continue to support and promote this subsidised offer.

14. Disposal

- 14.01** Some respondents to the consultation questioned whether the material collected could be sold by the Council to raise income and avoid a charge for the service.
- 14.02** In a two tier local government system, District Councils act as a collection agency and County Councils deal with disposal, in effect the material is not the District Councils' to sell.
- 14.03** The reality is that the process to transform the material collected into a usable product is time consuming and labour intensive. The material is decontaminated and then piled into 'open windrows'. These are then turned several times until the process eventually produces a soil conditioner. This is used on local farmland and occasionally in commercial greenhouses, it is not of a high enough quality to sell to the public. As this process is lengthy and resource heavy, the disposal authority currently pays a per tonne fee to dispose of it.
- 14.04** The Council could potentially consider setting up a processing site. However, it would be reliant on procuring a site capable of processing 12,000 tonnes per year of garden waste, and for the County Council to award the processing contract to West Lindsey. An additional barrier would be the increased fleet and labour costs of hauling material to one site rather than the four currently utilised. For these reasons, it is not viewed as a viable proposition.

15. The Fairness Principle

- 15.01** The consultation considered the principle that only users of the service should pay for it. It explained that a minority of residents who could not receive the service could currently be perceived as paying for it through their Council Tax contributions.
- 15.02** Some respondents highlighted that if this pay-as-you-use ethos could be applied to other services such as planning, libraries and the emergency services.
- 15.03** It's fair to consider that many of these services are not provided by the District Council, of those that are many are statutory meaning the Council has no option but to provide them and share the cost across Council tax payers. Some services already operate on a charge as you use basis, such as Development Management, Commercial Waste and Building Control. Others such as street cleansing and residual waste collections are statutory and charges cannot be applied.

16. Consultation Conclusion

- 16.01** The consultation process has been inclusive and consistent. Over four thousand residents either completed the online form or were assisted to do so through telephone conversations or via face to face support. Officers have consulted Parish and Town Councils, the Disability Network, the waste Disposal Authority and District Council Members
- 16.02** Stakeholders were given comprehensive and evidenced information about the current service and were asked about how they might use the service in future should a charge be introduced. They were also given the opportunity to choose one of four options proposing different levels of service.
- 16.03** Its clear most householders consider this to be a good service and whilst they have some concerns around the introduction of a charge, the majority understand why the Council needs to do it. The majority of those who submitted a survey indicated they would subscribe to the service.
- 16.04** In general Parish and Town Councils understood the decision, again with some reservations.
- 16.05** The Waste Disposal Authority raised some issues around enforcement and use of HWRC's.
- 16.06** As a result of this generally positive consultation, Officers recommend that Members consider introducing a charge for this service from April 2018.

17. The Proposed Service

- 17.01** Should Members approve a chargeable garden waste service, the existing free green bin service will cease immediately and be replaced with a new chargeable garden waste service. When collections resume in April 2018, only 'paid for' green bins would be emptied.
- 17.02** Introduction of a charged service will mean an increase in cost of service as additional administrative, operational and promotional services will be required. This cost has been included in budget projections
- 17.03** It will be an opt-in service, only residents who wish to benefit from the service will pay for it.
- 17.04** Service policies for the garden waste service will be refreshed and brought to this Committee for approval in March 2018.
- 17.05** Residents would be able to share bins with neighbours if they have low usage.
- 17.06** Residents who choose not to subscribe would have other options to dispose of their garden waste. This could be done through the subsidised home composting scheme or by delivering the waste to one of a network of Household Waste recycling Centres in Lincolnshire.
- 17.07** Officers have modelled four possible options, the current model gives residents eighteen collections per year and runs from the beginning of April until the end of November. The proposed options are (the % in brackets is the proportion of respondents to the consultation who voted for that option) ;
- Option A - Collect April to October (20%)
 - Option B - Collect April to November, as now (42%)
 - Option C - Collect March to November (24%)
 - Option D - Collect March to November plus monthly in Dec/Jan/Feb (14%)
- 17.08** Whichever option is chosen, the service will remain the same as it is currently delivered during year one. For the majority of residents this means their garden waste collections will take place on the same day as residual or recycling bins. Before collections start in year two, a review of collection rounds will take place in order to maximise efficiencies within the service.

- 17.09** In July 2011, Members resolved to suspend collections in winter months based on efficiency savings and limited weight collected. Evidence presented at the time suggested only around 11% of the total weight for the year was collected in the four winter months.
- 17.10** Given this evidence and the consultation data, Officers recommend that Option B should be chosen.
- 17.11** Terms and Conditions have been developed and can be found at Appendix 5.
- 17.12** In-cab technology may be fitted into collection vehicles in order that crews will be able to easily identify who has paid for the service.

18. Financial Appraisal

18.01 Table 4 below shows the cost and projected income for the service delivery options identified in the consultation. The tables presumes the following principles

- Income generated should be somewhere between the operational cost and the cost including recharges. Any shortfall below operational cost would mean council tax payers would pick up the burden, anything above the cost including recharges could attract accusations of profiteering.
- Assumes uptake of 50%, this is in line with other similar authorities and consultation feedback
- Assumes 75% of current second bin subscribers will continue to pay for second bins
- The operational cost increases as the level of service increases.
- The cost of a charged service is higher than a free one as additional administration, communication and operational budgets are required.

Table 4

	Option A	Option B	Option C	Option D
	Apr - Oct	Apr - Nov - "Current offer"	Mar - Nov	Apr - Nov + Monthly Winter
Direct Costs - Minimum costs to recover	£645,402	£676,980	£708,558	£740,136
Full Cost recovery (Includes support & depreciation)	£821,592	£853,170	£884,748	£916,326
*Charge Range	£30 - £38	£31 - £39	£33 - £41	£34 - £42
Charge	£32	£35	£38	£41
Percentage take up to achieve minimum cost recovery	46%	44%	43%	41%
Percentage take up to achieve full cost recovery	60%	57%	54%	52%
Income received	£692,832	£757,785	£822,738	£887,691
Total Contribution Achieved	£647,640	£681,015	£714,390	£747,765

18.02 A full financial appraisal can be found at Appendix 6 (restricted).

19. Pricing

- 19.01** The proposed new service is based on a reasonable subscription per bin to cover collection costs only. The objective is to deliver a self-funding garden waste service in West Lindsey and to achieve this it is proposed to charge £35 per bin (should Option B be chosen), per year. It is intended that this charge is reviewed annually to reflect ongoing running costs and customer take up.
- 19.02** Throughout the project, officers have used a principle of unit pricing, i.e. how much it costs to empty each bin. The emphasis has been on reducing this unit price as much as possible to ensure the best possible price to the subscriber.
- 19.03** Therefore, Officers propose to have one standard price for each bin and have a policy of no concessions or discounts for any group of customers including pensioners, second bin subscribers, disability groups or benefit applicants.
- 19.04** Discounting for any purpose will result in increased costs, for example it is predicted that having a policy of half price second bins would result in a loss in income of £17,800 plus additional administration costs and would push the price of a first bin up by £1.
- 19.05** Some Councils offer a discount for second bins, the principle being that the vehicle is passing anyway so a multi buy discount should apply. Having calculated the cost per bin at a unit price level, the principle is the cost should be the same for every bin. Ultimately, if enough residents subscribe to the second bin option another vehicle and crew would be required, these would not come at half price to the Council so that potential saving could not be passed on to subscribers using this pricing model.
- 19.06** £35 is the average price in Lincolnshire and Bassetlaw, the average in English Authorities is over £41.

20. Conclusion

- 20.01** A comprehensive consultation exercise has shown that 70% of residents feel that, given the circumstances, it would be fairer to introduce a small charge for garden waste collections than add the charge to Council Tax for everyone.
- 20.02** 72% of respondents said they would subscribe to the service for either one bin or more.
- 20.03** The majority of respondents said they wanted service delivery Option B

- 20.04** Respondents highlighted a number of concerns should a charged service be introduced, these have been addressed within the report.
- 20.05** The report highlights the national and local position regarding charging for this service.
- 20.06** Taking into account all the evidence presented, Officers recommend the following:
- a. Prosperous Communities Committee resolves to discontinue free kerbside collections of garden waste and agree to the introduction of a charge for the service.**
 - b. Prosperous Communities Committee resolves that Operational Services should deliver a service during April – November. (Option B)**
 - c. Prosperous Communities Committee resolves to recommend to Corporate Policy and Resources Committee an annual subscription of £35 per annum for all garden waste collections, and this be non- refundable in full or part.**

Appendix A: Garden Bin Waste Consultation Analysis

1.01 The Chargeable Garden Waste (CGW) consultation event ran for a period of 10 weeks between the dates of 13th September 2017 and 19th November 2017. During this exercise the Council received 4,031 responses, 4.3% of the districts population¹.

1.02 44% of respondents were aged 60 to 74 with an equal spread between those respondents aged 45 to 59 (23.3%) and 74+ (22.3%). Under 25s were the most under-represented group who contributed 0.2% of received responses. This is shown in chart 1.

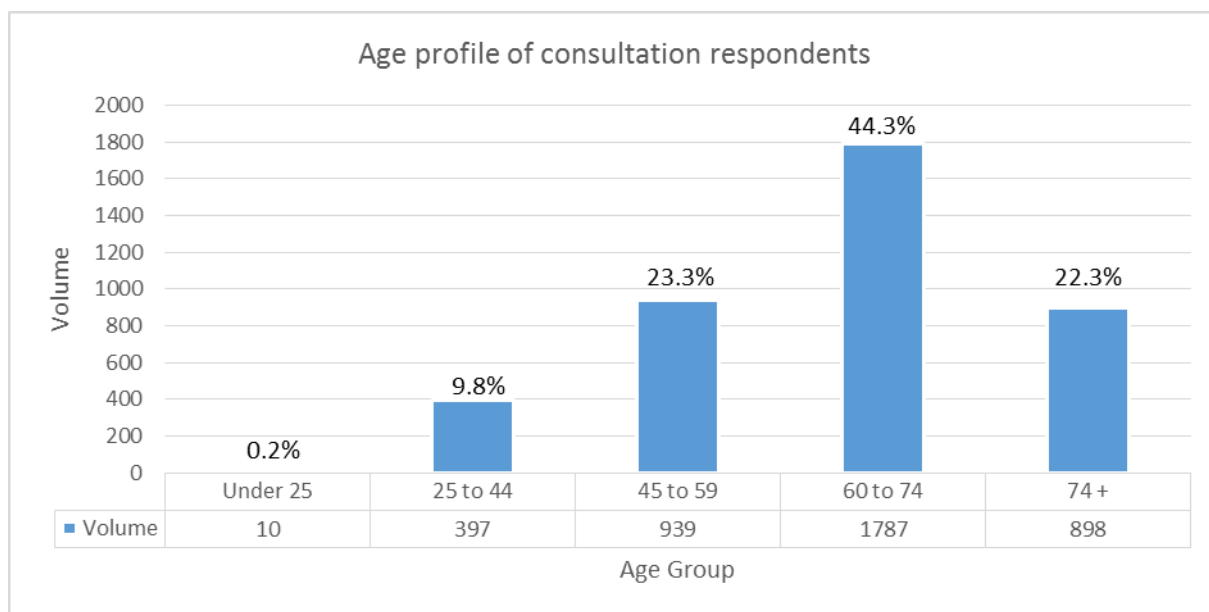


Chart 1: Age profile of respondents

1.03 Chart 2 shows the location of the residents who completed the consultation exercise. Dunholme and Welton provided the most consultation responses with 473 (11.6%) closely followed by Caistor and Yarborough with 393 (10.9%). The ward of Keelby produced the fewest response rate with one consultation responses received from this ward.

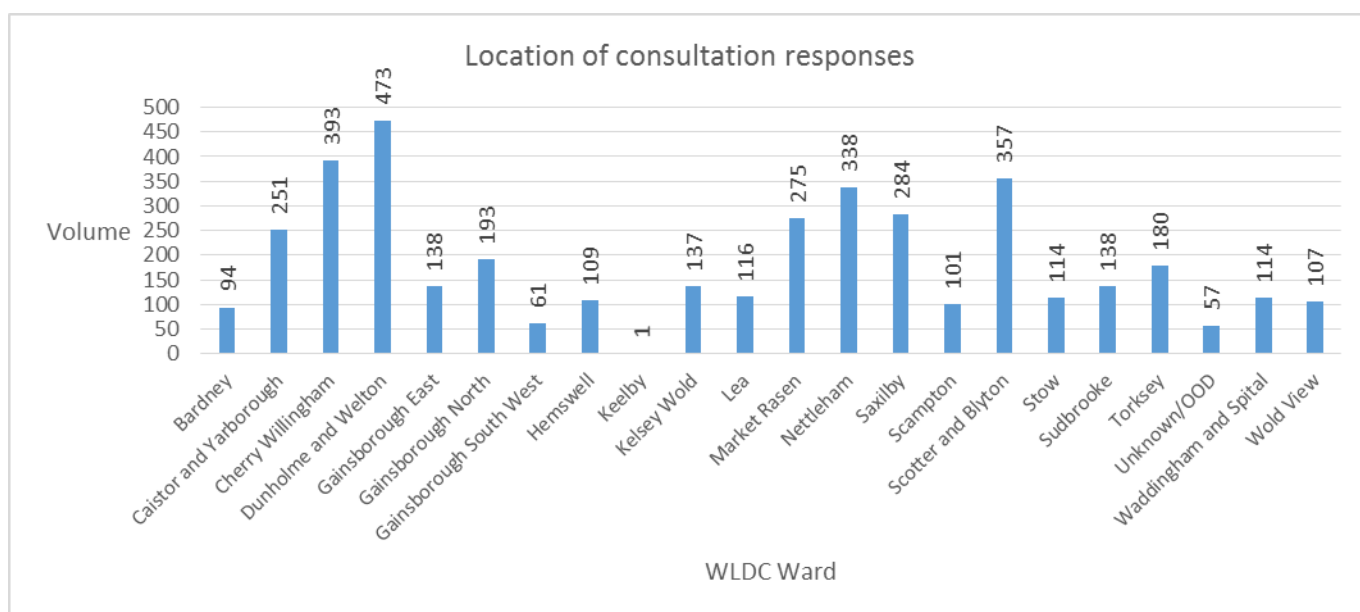


Chart 2: Location of consultation responses

1.04 The third question ascertained whether the respondents had a garden at their property. The majority (99.4%; 4,008) of respondents indicated that they did have a garden. Only a few responses (0.6%; 23) stated that there was no garden at their property.

1.05 The remaining section of this report contains analysis against the CGW specific questions.

What do residents do now with their garden waste?

1.06 Question four ascertained what residents currently do with their garden waste; the responses of which are shown in Chart 3. 76% (3,782) of respondents stated that they have a green bin which they put out regularly for collection and this helps to indicate that the majority of respondents was from residents who already regularly use the garden waste service.

1.07 Alongside regular bin use there are 19% (970) of respondents who compost their green garden waste at home.

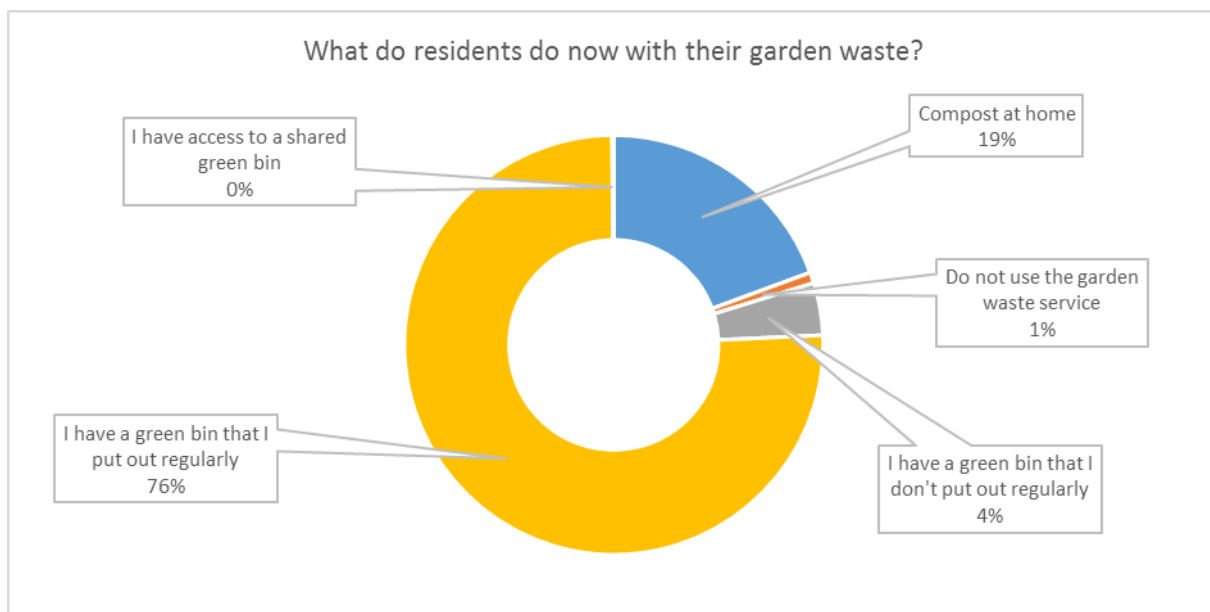


Chart 3: What do residents do with their garden waste?

How do you currently use your local Household Waste Recycling Centre?

1.08 Table 1 shows how respondents currently use their local Household Waste Recycling Centre (HWRC). 60% of respondents indicated that they do not use their local HWRC for garden waste whilst over a quarter of respondents (25.9%) take garden waste to the HWRC 1-4 times a year. This shows that the HWRC is not a popular solution for resident’s garden waste disposal and helps to show the popularity of the current garden waste service.

Response	Volume	Percentage
I do not use my local Household Waste Recycling Centre for garden waste	2419	60.1%
I take garden waste to the Household Waste Recycling Centre 1-4 times each year	1043	25.9%
I take garden waste to my local Household Waste Recycling Centre more than 4 times each year;	565	14.0%
TOTAL	4027	

Table 1: How do you currently use your local HWRC?

“Given the circumstances, is it fairer to introduce a small charge to fund the garden waste service for only those that use it, rather than making all residents pay for it through increased Council Tax”

1.09 Currently the garden waste scheme is available free to all residents who have a need for the service however the purpose of this paper is to determine whether that is fair and appropriate. The consultation paper asked respondents whether it was fairer to introduce a small charge to fund this service for the use of residents who use it.

1.10 71% (2,842) of respondents stated that they strongly agree or agree with this charge whilst 17% (686) disagreed or strongly disagreed to the introduction of the charge. This is shown in Chart 4.

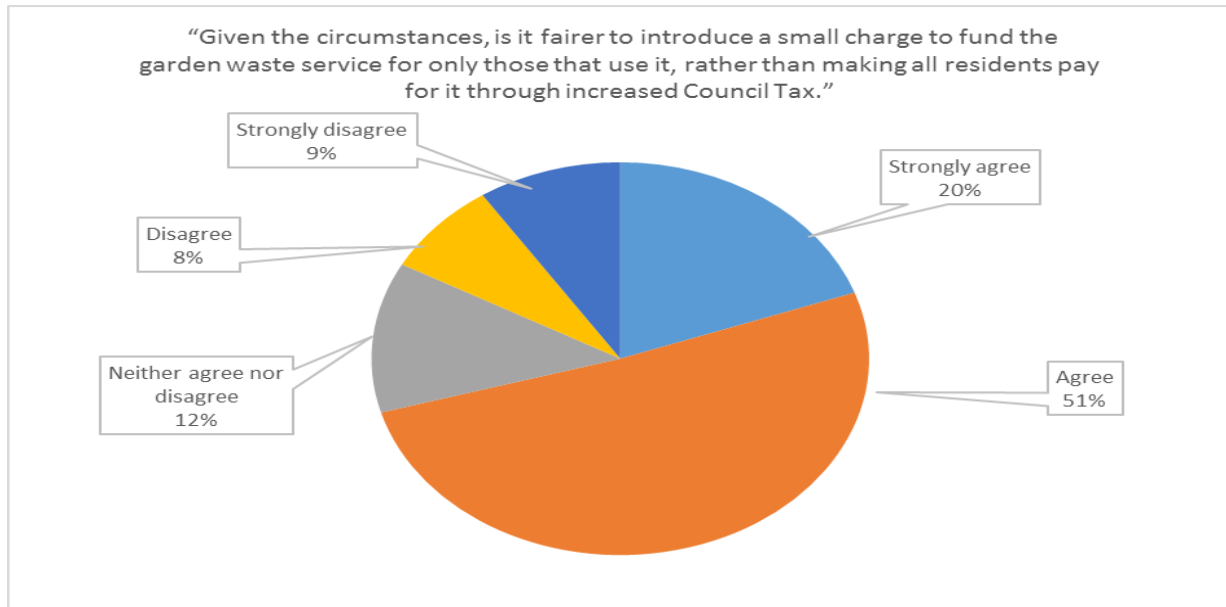


Chart 4: Is it fair to introduce a charge for the garden waste service?

If a chargeable garden waste service is implemented, how do you think you would deal with your garden waste?

1.11 The seventh question asked respondents to consider how they would deal with their garden waste if a charged service is introduced. 62% (3,111) of respondents stated that they would pay the annual fee for one bin and 10% (525) said that they would pay the annual fee and use more than one bin. This helps to show that there is the appetite for a charged service within the district. This is shown in chart 5.

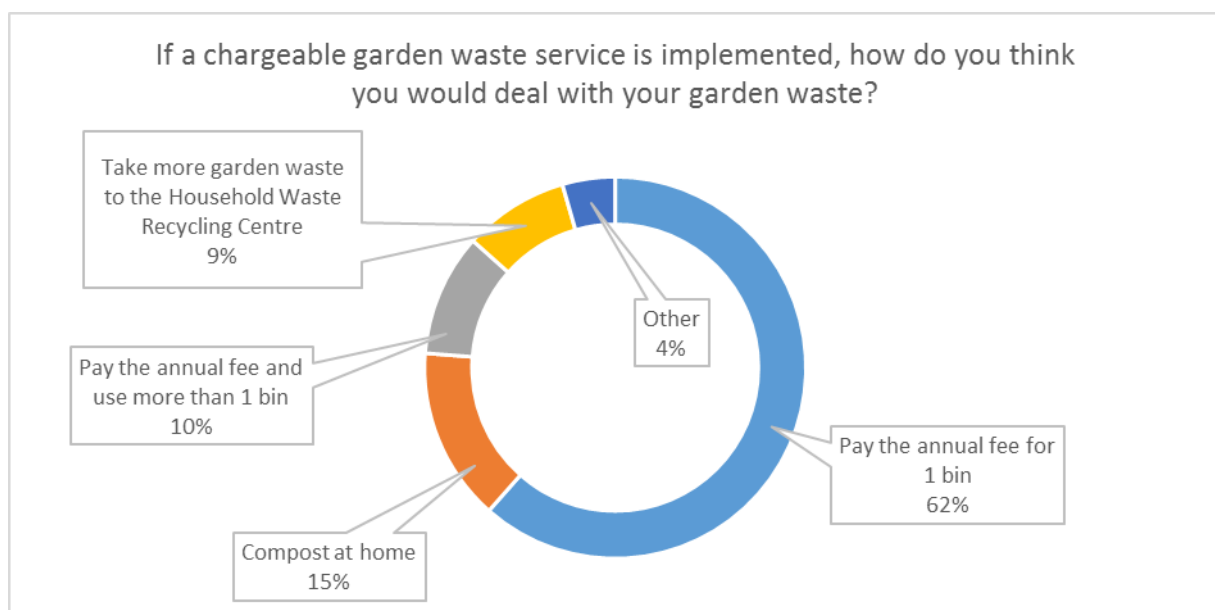


Chart 5: What would you do with your garden waste?

If you think that you might like to subscribe to the service, please tell us which of the collection options you'd prefer.

1.12 The consultation exercise gave respondents four collection options to select for if the CGW is introduced. 41.6% (1,608) of respondents stated that they would prefer fortnightly collections between April and November which is how the current collection service is run. This is shown in Chart 6.

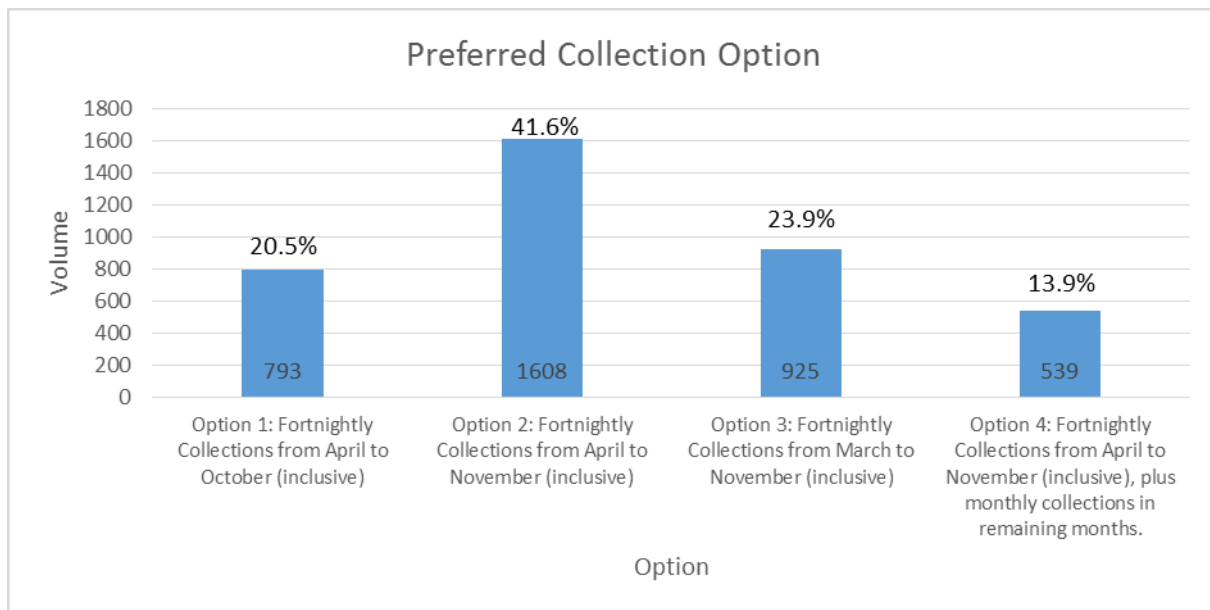


Chart 6: What collection option would you prefer?

Preferred method of payment

1.13 The final question asked what would be the preferred method of payment for a CGW. Just under half (47.9%; 1,851) of respondents said that they would prefer an on-line transaction whilst 28% (1,084) indicated that they would rather set up a Direct Debit for the charge. There was minimal demand for Post Office/PayPal payments as these constituted 5% (193) of responses. This is shown in Chart 7.

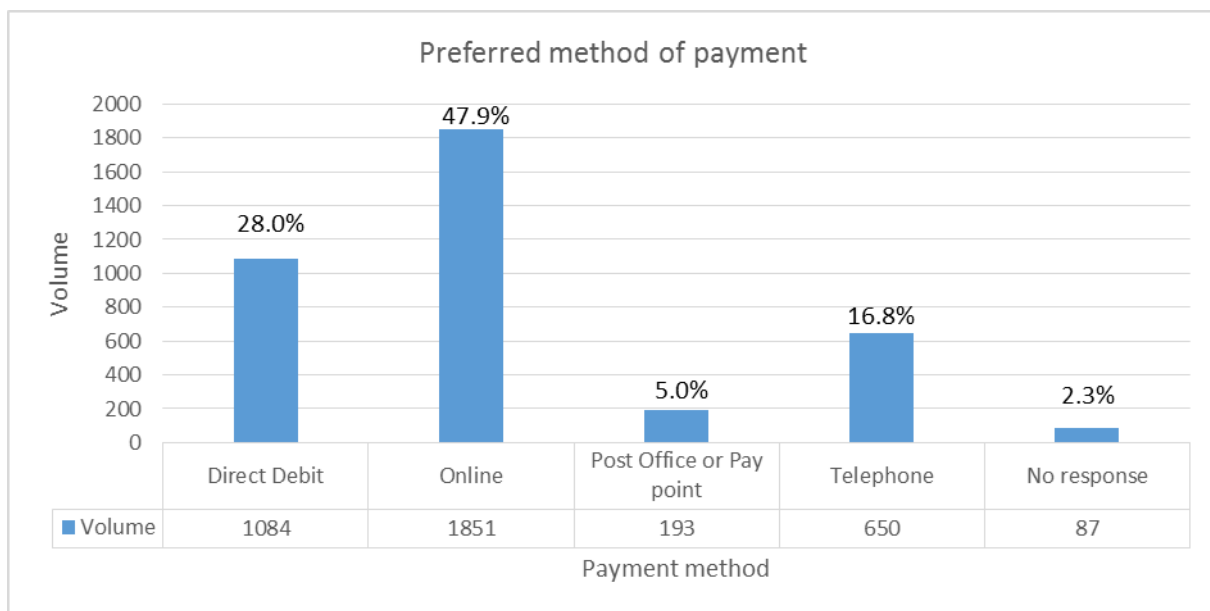


Chart 7: Preferred method of payment

Consultation comments

1.14 The consultation paper also allowed for respondents to leave comments regarding the proposal and this generated 1,111 comments. 38% of comments related to the respondent agreeing with a charge and stating that they would pay for the service whilst 13.8% (153) indicated that they thought the charge would result in an increase in fly-tipping throughout the district. 4.8% (53) stated that they disagreed with a charge being introduced.

1.15 A full list of consultation responses are shown within Table 2.

Category	Volume	Percentage
I agree with the charge/would pay for the service	422	38.0%
I expect this will cause an increase in fly-tipping	153	13.8%
We already pay enough Council Tax which should cover this service	128	11.5%
Additional bins	53	4.8%
Disagree with the charge	53	4.8%
You should add this cost into Council Tax rather than introducing it as an additional annual fee	51	4.6%
Not enough collection options	43	3.9%
Enforcement concerns	41	3.7%
Other options to save money should be considered	31	2.8%
A discount should be given to the elderly	29	2.6%
Bin crew compliment	26	2.3%
I would be prepared to pay less	13	1.2%
A discount should be given to those on low incomes	11	1.0%
A discount should be given to residents with disability	10	0.9%
There are none in X part of the district (eg Keelby)	10	0.9%
I want to pay in instalments	6	0.5%
I would expect a reduction in Council Tax if this goes ahead	6	0.5%
This will cause an increase in back yard burning	6	0.5%
I want fortnightly collections all year	4	0.4%
I don't mind taking my garden waste to a recycling centre	3	0.3%
Using cars uses more CO2 than Kerbside collections	3	0.3%
I don't have a suitable vehicle to transport my waste	2	0.2%
I object to a cost of £35	2	0.2%
I would be prepared to share a bin with my neighbour	2	0.2%
It's too far to use a recycling centre	2	0.2%
Don't drive or have access to a car	1	0.1%

Table 2: Consultation comments

Appendix B: Equality Impact Assessments

Part 1: Equality Impact Screening/Pre-Assessment¹

Name of Policy/Function/Strategy to be assessed: Garden Waste Subscription Service from April 2018.	Section/Directorate: Operational Services
Name of person(s) responsible for assessment: Ady Selby / Steve Leary / Elaine Bilton / Katy Allen David Kirkup, Lyn Marlow	Date of Screening: 10 September 2017

Policy Aims

What is the purpose of the policy/function/strategy? What are its intended outcomes?

The service would replace the free green bin service which has been in place since September 2009.

The implementation of this service would see the Council take up the legal right to charge for the collection of organic garden waste in line with other wastes already charged for, such as Bulky Waste.

The service raises a charge for those who wish to take up the 2 weekly collection of garden waste. Other options are available and will be advertised. Those who use the service will pay for the service and the cost of this service will no longer be borne by those who do not use the service and allows the Council to continue to offer a collection of Garden Waste to customers who choose to use the service.

Who are the main stakeholders in relation to the policy/function/strategy?

- Residents in the district who currently use the service to dispose of their garden waste.
- Residents in the district who currently don't use the service to dispose of garden waste.
- Staff responsible for collection of waste.
- Staff responsible for administration of the service.
- Local compost site operators
- Lincolnshire County Council (as the Waste Disposal Authority.)
- Elected members, district and parish councils (as representatives of West Lindsey residents.)

Do the identified stakeholders stand to be positively or negatively affected by the policy/function/strategy?

It is expected that most residents will be positively affected by the changes in comparison to a scenario where a subscription charge is not introduced. A direct charge so that only those that use the garden waste collection service pay for it will prevent a scenario where a large increase in council tax for all residents is required for the service to continue. The current service is unaffordable and unsustainable within current budgets.

A consultation document and information about the proposed changes will be sent to all properties in West Lindsey along with publicity via press release, social media and the

Council's website. The intention of this is to further examine the impact of a charge on all stakeholders and help inform service design. The consultation runs from 19 September – 19 November. The impact on other stakeholders will be assessed during this time through further research, dialogue and face-to-face

¹ Part 1 should be completed by the Lead Officer and signed by the Service Manager. Refer to the [Internal EIA Guidance](#) for more information on what EIAs are, why they are important, when they should be completed, who should be involved, and how they should be done.

events.

Does this policy/function/strategy support the Council's stated equality objectives? (see overleaf.) Does it serve to impede them? Please explain.

A consultation is taking place which will support the Council's stated equality objective to: "Ensure participation and community engagement from all sectors of society for an accessible and connected district."

A self-garden waste service is designed to ensure the future of the collection service and ensure the shrinking council budget is best used to "improve access to public services and basic amenities for elderly and disabled people through more efficient provision of Council services to sustain and improve their quality of life."

Preliminary Impact Assessment

1. Will this policy or function have an impact on:

a. How services are delivered to the public? Yes

b. Human Resources Policies? No

2. Have any aspects of your policy/strategy already been covered by other EIAs?

Yes

a. If yes, please indicate which ones and the dates. Also indicate which new/additional aspects would be covered under this EIA.

Overarching Waste Service Policies were covered by an EIA when they were introduced in support of the triple bin collection scheme in September 2009. These included such things as an EIA for assisted collections (which will remain unchanged.) Subsequent updates to waste policies such as charges for bulky waste collections have been supported by EIA's. This assessment is specifically to look at potential equality issues stemming from an introduction a chargeable waste collection service.

Due to potential impacts identified in stage 1, part 2 of the EIA, will be completed with a small team of people following the completion of the garden waste consultation period.

Manager's Signature:



This document may be published on the website

Part 2: Equality Impact Assessment²

Identifying Potential Equality Issues

Use the information in Part 1, any other supporting documents, and the questions below to aid the group's discussion on the presence of potential equality issues.

- What do you know already about equality impact or need?
- Is there any indication that particular features of this policy/function will create problems for specific groups?
- Is there any indication that particular features of this policy/function will benefit specific groups or advance equality between different groups of people?

Evidence³

It is difficult to achieve an effective EIA without good evidence. Answer the questions below about the evidence relating to the project/policy/function.

What are the existing sources of evidence and mechanisms for gathering data?

The main source of evidence was the consultation with members of the public, stakeholder groups and other authorities that have previously introduced a charge for garden waste collections.

Consultation:

A consultation document was sent to all 42,350 properties in West Lindsey along with publicity via press releases, social media and the Council's website.

The Council received 4031 responses from customers along with feedback from parish councils, and members.

The analysis of the consultation responses shows that customers above the age of 60 are somewhat over represented compared to the overall demographics of the area, with under 45s under represented.

The consultation feedback has been carefully analysed and a full analysis is published as part of the committee report. Overall, customers understand the reason for a direct charge for garden waste and 71% who responded agree with the principle of the charge "given the circumstances." Many recognise the quality of the current service, but concerns ranged across several themes: 'already pay via Council Tax'; 'fly-tipping will increase'; 'elderly people on pensions cannot afford it' to 'good service, happy to pay'.

Overall the number of customers who responded that they would take up the new service if introduced was 62% (3,111) with a further 10% suggesting they would pay for more than one bin.

Information obtained from a number of other similar authorities where charges have been introduced for existing garden waste schemes, indicates that between 40 - 60% typically sign up. This is reflected in the responses received from West Lindsey customers.

Importantly, other authorities found that these customers are those that are making good use of the

² Part 2 should be completed by the Policy/Project Lead with the help of a team of people invited to assist.

³ See the "Evidence Collection and Data Use" section of the [Internal EIA Guidance](#).

service at present and can be expected to still produce around 70%-80% of the waste that is presently collected.

This also indicates that a significant number of customers were not using the previous scheme to any significant extent, and reflects the 0.8% of customers who have reported that they do not use the service on a regular basis. It should be noted that there are large parts of Gainsborough (around 2000 properties without significant garden space) that do not have access to the scheme. There are many other properties in the district who similarly don't have gardens but currently pay for the garden waste collection service indirectly through their Council Tax.

Feedback from the 4031 people who responded to our Garden Waste Consultation Survey, which was available to complete between 19 September and 19 November 2017 showed 60% of customers responding said that they would take up the service if introduced and pay for the subscription, but concerns were raised about 'costs' from some residents. In a meeting with the disabilities network group as part of the consultation, a view was expressed that those on low incomes who require the service might be disproportionately affected – particularly as they are less likely to have their own transport available.

As a result of customer feedback and the EIA the following key elements of the service are being proposed:

- To ensure only those who pay for the service receive it, bins will be clearly identified as paid for via a subscription sticker. This sticker will last the year and will display the address of the property. Additionally, the Council's collection crews and back office systems will keep a record of valid subscriptions.
- Properties will be able to have more than 1 wheeled bin, providing that an additional annual subscription fee is paid for each bin and that there is a suitable location for collection. No concessions are proposed for 2nd bins as the cost of collecting and disposing of the waste is not significantly different. A universal charge will reduce administration costs and lower the overall charge per bin for all customers.
- Customers will be encouraged to share bins where this is a good solution for properties with small gardens.
- Alongside the offer of the West Lindsey Garden Waste Service we will promote subsidised home composters along with supplying information on home composting to allow customers a choice about what they do with their organic waste in future.
- As the most popular options in the consultation, there will be a focus on electronic payments and telephone payments. Wherever possible, adjustments will be made for customers having particular difficulties with these payment methods.
- Assisted collections will continue to be offered to customers where they are unable to move the bin themselves and there is no one else in the household to do so. This service can also be made available on a short-term basis where this might allow the customer to live more comfortably in their own home whilst recovering from or awaiting treatment or similar.

Is there any evidence that different groups have different needs, experiences, issues and priorities in relation to the particular policy or function?

From the consultation results and from evidence collected from other authorities, there is no evidence to suggest this. There is some suggestion from the consultation comments that low income may find a higher charge difficult to pay in one instalment. To help mitigate this WLDC will advertise other means of free garden waste disposal such as Household Waste Recycling Centres and home composting. Officers have looked at opportunity for customers to prepay for the service using direct debit instalments. It was concluded that this is not a function that can be reliably delivered at this time. To do so would increase the administration cost of the service significantly and potentially increase

Given the alternatives, this is not a service that customers are dependent upon. It is still not available to all customers and prior to 2005 it was not available to any of our residents.

Is there any evidence, or other reason to believe, that there is a higher or lower level of participation or uptake among different groups?

There is no reliable evidence to suggest this.

The consultation responses show that customers above the age of 60 are somewhat over represented compared to the overall demographics of the area, with under 45s under represented.

Does this policy/project impact a particular area of the District? Have there been any demographic changes or trends locally?

As well as home composting, WLDC will promote usage of Household Waste Recycling centres. Lincolnshire County Council as the Waste Disposal Authority are responsible for the provision of Household Waste Recycling Facilities. They have a non-statutory policy of ensuring that 95% of Lincolnshire residents should be within 12 miles distance of an HWRC.

A small part in the north of the district is outside of this limit This affects households mainly in the Keelby area.

Officers have lobbied disposal authorities to find a solution to this apparent anomaly and will continue to do so. This is discussed fully in the main committee report.

Is there any informal feedback from managers, staff or voluntary organisations?

Disability Network Group-The Council hosts regular meetings with this group, officers attended in order to describe the proposed service and understand concerns of the group. The issues raised included the affordability of the service, the ability to pay through a variety of means and the reduction in choice as disabled residents are less able to take garden waste to Household Waste Recycling Centres. The Group was highly complementary of the current level of service received.

Discussions with managers and staff were included as part of the consultation and no new equalities implications were identified

Are there gaps in the data or our knowledge? What further evidence is needed to understand the impact upon equality?

An extensive community consultation was carried out, but we'll continue to monitor take up and impacts at a local level following the introduction of a chargeable garden waste collection scheme.

Impact

Based on the identification of potential equality issues and the supporting evidence, the team can try to determine the impact of the policy/project/service/function on different groups.

Does the data show different impact upon different groups?

Yes No

If yes, which groups are affected?

Group	May particularly benefit	May adversely impact	No impact anticipated
People from different ethnic groups	<input type="checkbox"/>	<input type="checkbox"/>	x
Women	<input type="checkbox"/>	<input type="checkbox"/>	x
Men	<input type="checkbox"/>	<input type="checkbox"/>	x
Maternity/pregnancy impact	<input type="checkbox"/>	<input type="checkbox"/>	x
Disabled people or carers	<input type="checkbox"/>	<input type="checkbox"/>	x
People from different faith groups	<input type="checkbox"/>	<input type="checkbox"/>	x
Lesbian, gay or bisexual people	<input type="checkbox"/>	<input type="checkbox"/>	x
Older or younger people	<input type="checkbox"/>	<input type="checkbox"/>	x
People in rural locations	<input type="checkbox"/>	<input type="checkbox"/>	x
Married people or people in civil partnerships	<input type="checkbox"/>	<input type="checkbox"/>	x
Group cont'd	May particularly benefit	May adversely impact	No impact anticipated
Other	<input type="checkbox"/>	<input type="checkbox"/>	x

Please explain the potential benefits or adverse impacts listed above.

Recommendations

Please select a recommended course of action and, where appropriate, explain your choice.

The suggested policy introduces a charge for those who wish to receive a regular garden waste collection service. Other options are available and will be advertised. Those who use the service will pay for the service and the cost of an expensive service will no longer be borne by those who do not use the service. Details of service design considerations affected by consultation are outlined above as outlined in terms and conditions and the overall waste service standards.

No major change needed x

Adjust the policy

Adverse impact but continue

Stop and remove the policy

Future actions:

Continue to monitor take up and impacts at a local level following the introduction of a chargeable garden waste collection scheme. Look to find a solution to the issue raised during the consultation of inequitable access to Lincolnshire County Council's network of recycling centres.

Monitor the levels of flytipping and amounts of garden waste in the residual waste stream and in resident's black bins. Take proportionate education and enforcement action where appropriate, in line with existing corporate policies.

Lead Signature:



Date⁴:27-11-2017

⁴ What happens next? – See the “Understanding the EIA process” section of the [Internal EIA Guidance](#).

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Description	Likelihood	Impact	Risk Rating	Revised risk score	Update	
Risk 1: Current IT/Finance systems not fit-for-purpose	2	4	8		* ICT involvement in scoping and testing of potential solutions	
Risk 2: Not having effective systems in place	2	4	8		* Use of project team * Staff engagement * Escalation of issues to project sponsor	
Risk 3: Reputational damage	3	3	9		* Robust communications plan * Engagement with residents * Marketing	
Risk 5: Increase in bin contamination	4	2	8		* Enforcement policy * Collaboration with LCC	
Risk 6: Payment system isn't customer fit-for-purpose	2	4	8		* Debtor's service included within project team and involvement in project scoping. * IT Service involved within project scoping	
Risk 7: Failure to meet income target	2	3	6		* Marketing * Financial analysis during scoping process * On-tracking of performance	
Risk 8: Operational failure	1	4	4		* Staff engagement * In-cab technology	
Risk 9: Increased Household Waste Recycling Centre costs	4	1	4		* On-going engagement with LCC	
Risk 10: Increase in fly-tipping	2	2	4		* Enforcement Policy * On-going communications /additional resource	
Risk 12: Delay in delivery of project if called into the Full Council	1	4	4		* Member and resident consultation through project scoping process	
Risk 13: Failure to deliver an efficient and customer friendly service	1	4	4		* Identify resources as part of project scoping	

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SUBJECT : Fly-tipping information

REPORT BY: V. Burgess

CONTACT NO: 01507 601111

BACKGROUND INFORMATION

At the meeting of the LWP on the 7th September 2017, officers were asked to provide information regarding the number and types of fly-tips in each district to determine a picture for Lincolnshire as whole, which could be used to shape a countywide communications message to help reduce the number of fly-tip incidents.

Fly-tipping is the illegal deposit of waste on land, contrary to Section 33(1)(a) of the Environmental Protection Act 1990. Local authorities and the Environment Agency both have a responsibility in respect of illegally deposited waste. This includes local authorities and the Environment Agency collecting and reporting data on fly-tipping in their area. Information presented in this report does not include incidents involving the Environment Agency, who are responsible for large-scale dumping. For context, the Environment Agency dealt with 218 of these incidents in 2016/17.

DISCUSSIONS

The table presented in Appendix A, has been compiled from statistics produced by DEFRA for each district in Lincolnshire. The information is based on the returns made to the Fly-tipping Module in the WasteDataFlow database by local authorities in England from April 2016 to March 2017.

Nationally, there were just over 1 million fly-tips in 2016/17. The data presented in Appendix A, shows that across Lincolnshire there was a total of 7404 fly-tip incidents, with the most common type of fly-tip (40% of those identified) classified as 'other household

waste'. The definition is broad, and can vary based on how individual local authorities interpret fly-tips, but is predominately used to capture household waste such as carpets, furniture, house and shed clearances. It does not include other wastes produced by households such as white goods, electrical goods, green waste, or waste found in black bags. Commercial waste (including fuel, chemicals, and construction and demolition waste) comprised 10% of fly-tip incidents in Lincolnshire.

Calculating the weight and the costs of these fly-tips is difficult. Fly-tips are not separated from other household wastes collected by cleansing crews, and therefore there is no weighbridge data to use. Any assessment of weight would be an estimate at best. Costs can be influenced by rurality, population density, demographics, operations of cleansing teams, etc.

DEFRA provide an estimate of clearance costs which are calculated based on typical unit costs for dealing with the different types of incidents. According to DEFRA the costs of clearing the fly-tips in Lincolnshire in 201/17 was £478,875. However, this figure should be used with caution as this is based on costs provided by a small selection of local authorities between 2003 and 2006 when the Flycapture database was being set up. DEFRA has subsequently tried to improve the reliability of the costing information, but both the quantity and quality of the data collected was insufficient to provide a robust comparator.

RECOMMENDATIONS

Report for noting

APPENDIX A**Fly-tips collected by Lincolnshire Districts – 2016/17**

	Number collected	Percentage
Animal Carcass	10	0.14%
Green	442	5.97%
Vehicle Parts	132	1.78%
White Goods	599	8.09%
Other Electrical	245	3.31%
Tyres	375	5.06%
Asbestos	108	1.46%
Clinical	101	1.36%
Construction / Demolition / Excavation	456	6.16%
Black Bags - Commercial	83	1.12%
Black Bags - Household	1021	13.79%
Chemical Drums, Oil, Fuel	50	0.68%
Other Household Waste	3025	40.86%
Other Commercial Waste	157	2.12%
Other (unidentified)	600	8.10%
TOTAL	7404	

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West Lindsey District Council Kerbside Garden Waste Service

Terms and Conditions

Description

The service is a subscription based 2 weekly service collecting organic garden waste only between the month of April and November (inclusive). Collection calendars are available by visiting

<https://www.west-lindsey.gov.uk/my-services/refuse-recycling-and-your-environment/find-my-bin-collection-day/>

Each subscriber will receive eighteen collections per year subject to the Terms and Conditions as set out below.

Collections only take place from bins presented on the advertised collection day as outlined and defined by these Terms and Conditions of use.

This service replaces the Green Bin service, offered previously to all suitable properties without charge prior to December 2017 which has now stopped.

Terms & Conditions

The green wheeled bin remains the property of West Lindsey District Council and could be reclaimed if you no longer pay for the garden waste collection service.

Not all properties are suitable for this service due to access restrictions for our collection vehicles, or lack of space to either store the bin or place them out for collection. Residents who don't currently receive the service but wish to apply should contact the Council on 01427 676676, an assessment will be made by a representative from Operational Services and their decision will be final.

Neighbours may choose to share a subscription. In these cases, payment and adherence with Terms and Conditions will be the responsibility of one named address. Other arrangements are informal and the Council will not enter into and dispute management process.

Residents are responsible for the security of the wheeled bin as we will charge to replace lost, stolen or damaged bins. Should bins have been damaged by the crew or deposited in the freighter, the Council will provide a replacement or arrange for a repair to take place. Replacement bins may not necessarily be new.

Residents should write their address on the sticker provided in indelible ink. Residents are encouraged to write their house number or other identifier on their bin to reduce the risk of theft.

Bins will not be emptied if they are presented for collection at an alternative property to which it is registered.

Bins will not be emptied unless an up to date subscription is applicable and a current, correctly placed sticker is displayed. Payments are due in advance of receiving the service, the Council will inform you when it is time to pay.

Subscriptions can be transferred to new properties within West Lindsey if customers move house, in these cases residents should contact the Council and a new sticker will be despatched. Residents

should not take the wheeled bin with them, if no bin is present at the new property, operational services will provide a replacement, this may not be new.

No refunds will be given where customers move out of West Lindsey or for cancelled subscriptions.

Serious incidents or significant weather events could cause the service to be cancelled without return or refund. Details will be posted on the Council website. In all other circumstances, genuine missed collection will be collected within 5 working days of being reported.

Only put the following into the green bins:

- Garden weeds
- Hedge trimmings
- Small twigs and branches less than 2.5cm (1") diameter
- Grass cuttings
- Flowers, plants and vegetable waste
- Leaves

Important:

Any bin containing material other than garden waste will not be emptied and will not be returned for as a 'missed' collection

Bins should be presented by 7am on the specified collection day. Crews will not return for bins which have not been presented.

Any bins which are considered by the collection team to be too heavy for safe handling will also not be emptied.

If your bin is missed please contact us on <https://www.west-lindsey.gov.uk/my-services/refuse-recycling-and-your-environment/waste-services-information/report-a-missed-bin-collection/>

Please note: The information provided in 'Garden Waste Service FAQs' forms part of the Terms and Conditions for the garden waste collections service.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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Committee: Prosperous Communities Committee

Date: 5th December 2017

Subject: Home Choices IT System and Revised Housing Allocations Policy

Report by:

Chief Operating Officer

Contact Officer:

Michelle Howard
Wellbeing and Health Manager
01427 676609
michelle.howard@west-lindsey.gov.uk

Purpose / Summary:

To enable the successful transition to the Homelessness Reduction Act (2017) and make necessary improvements to the Home Choices Service this report:

- Requests approval for WLDC to exit the existing Central Lincolnshire Housing Allocations partnership (Lincs Homefinder) and;
- Progress the procurement of a new IT system as a single organisation
- Requests approval of the revised Housing Allocations Policy

RECOMMENDATION(S):

Members of Prosperous Communities Committee are asked to approve the following recommendations:

1. Approval for WLDC to exit the existing Central Lincolnshire Housing Allocations partnership (Lincs Homefinder) and;
2. Progress the procurement of a new IT system as a single organisation. (The approval

for release of the capital budget was approved by CP&R on 21 September 2017)

3. Approval of the revised Housing Allocations Policy, with delegated authority given to the Chief Operating Officer in consultation with the Chair of Prosperous Communities Committee to make minor changes to the policy as a result of consultation

IMPLICATIONS

Legal: Without an effective IT system, officers are unable to manage the Council's:

- Housing register including the assessment of housing need and allocation of housing
- Statutory homelessness function
- Homelessness prevention duties
- Temporary accommodation duties

The current IT system is ineffective, unstable and not for purpose. The Homelessness Reduction Act (2017) is due to be implemented by Local Authorities from 3rd April 2018.

The Act brings with it significant new duties. The current IT system is unable to fulfil these requirements.

Financial: FIN/107/18

There are no implications in relation to the Strategy and Allocations Policy however, it is necessary to procure a replacement IT system to meet the requirements of the Home Choices Service. On 21 September 2017 Corporate Policy & Resources Committee approved a capital budget and expenditure to enable the procurement of a replacement housing register and homelessness IT system, funded from the Business Improvement Earmarked Reserve.

The ongoing costs of system maintenance and support will be contained within existing budgets.

The target implementation date is March 2018.

Staffing: Project management requirements will be met through both the existing service and resource agreed by CP&R. A service matter expert has been identified from within the Home Choices service to oversee the operational delivery of this programme of work.

Equality and Diversity including Human Rights: None arising from this report

Risk Assessment: Key risks of not replacing the IT system and procuring an alternative system as a single organisation are:

- Legal – unable to fulfil legal and statutory requirements
- Service delivery
- Staff wellbeing
- Customer needs will not be met
- Performance management will not be managed
- Unable to complete robust and complex Government returns in respect of homelessness prevention
- Financial – service performance will be directly linked to future homelessness prevention performance. The absence of a fit for purpose system creates a significant risk
- Unable to provide assurance that WLDC requirements could be met and sufficient due diligence is in place to progress a partnership offer from the existing 'Lincs Homefinder' partnership
- Unable to fulfil WLDC's digital and customer centric ambitions or enable the level of customer service and system integration to which we aspire as part of the existing partnership arrangement
- An offer from the existing partnership (with a specific and preferred IT provider identified by CoLC and NKDC) to share an IT system does not deliver any financial benefits

The current system issues and risks are set out in the Corporate Risk Register. This risk has been assessed as high.

An audit of the existing system and partnership was carried out in 2016 and received limited assurance. It has not been possible to complete the system specific audit recommendations despite a significant amount of work to try to do so.

Climate Related Risks and Opportunities: Not applicable

Title and Location of any Background Papers used in the preparation of this report:

Link: [Minutes of CP&R Committee 21/9/17](#)

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in

Yes

No

x

consultation with chairman)

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1. Background

1.1 As part of its Home Choices Service the Council delivers the following functions:

- Housing Register and Housing Allocations – using a Choice Based Letting Model
- Homelessness Prevention
- Statutory Homelessness Duty
- Statutory Temporary Accommodation Duty

1.2 As at September 2017 the Council has 880 households on its Housing Register. During 2016/17 there were 1779 new approaches to the service with 672 housing register applications completed and 405 households accessing social housing directly from the Housing Register during this period. The Council prevented 369 households from becoming homeless during 2016/17.

1.3 With the introduction of the Homelessness Reduction Act (HRA) 2017 demand is expected to increase considerably and the Council is placing significant emphasis on preventing and relieving homelessness

1.4 Since 2013, the Home Choices Service has operated an IT system through a shared partnership system provided by Civica. The current partnership comprises City of Lincoln Council, North Kesteven District Council, West Lindsey District Council and Acis Group Limited.

2 IT System and Central Lincolnshire Partnership

2.1 Due to ongoing concerns and challenges in respect of the stability and effectiveness of the existing IT system and the partnership arrangements, the Home Choices Services requested an audit of the IT system and partnership in 2016. This was completed in April 2016, and received limited assurance.

2.1.1 The audit validated the concerns raised by the service and made a number of recommendations. Significant steps have been taken to make improvements in line with the audit recommendations, however despite best efforts, the IT system and partnership arrangements are still not fit for purpose and are creating significant risks for West Lindsey District Council.

2.1.2 A follow up audit has been carried out within which these concerns were further expressed and the Council's limited ability to facilitate change without a new system and significant changes to the partnership were acknowledged.

2.2 The poor stability and function of the existing system has created low staff morale, unnecessary duplication of work, costs that have not achieved the changes and efficiencies expected (including a £10,000 financial contribution to a failed system upgrade in 2016), customer complaints and reputational risks and difficulties in

managing and reporting on performance.

2.2.1 This risk is further exacerbated due to a significant change to the homelessness legislation (introduction of the Homelessness Reduction Act 2017) which places significant new duties on Local Authorities in respect of preventing and relieving homelessness. **The current IT system is not able to deliver these requirements.**

2.3 Both City of Lincoln Council and North Kesteven District Council have taken the decision to enter into a contract with a software company called Abritas (a company recently acquired by the current software provider, Civica) through a direct award.

2.4 As members of the current partnership, West Lindsey District Council has been asked to pay 1/3 of these costs. However, officers have expressed significant concern about this and specifically, that we cannot assure members of the following key requirements:

- It has been developed through a genuine partnership approach, taking account of each partners requirements and demonstrating the value to each partner and assurance that the proposals could fulfil those expectations
- The costs are clear, demonstrate value for money and genuinely reflect the requirements of each member within the partnership
- It has been acquired through appropriate procurement processes
- The relationship management with the software provider is robust and effective

2.5 WLDC's Director of Resources has been actively engaged in ongoing discussions with the existing partnership. A satisfactory solution that meets our aspirations and requirements whilst also addressing the risk concerns has not been reached.

2.6 It is also important to place this situation within the context of WLDC's aspirations in respect of 'Customer First' and Digital Transformation. This cannot be readily achieved within the existing partnership arrangements. Both NKDC and CoLC are aware of this position.

2.7 Through ongoing dialogue with WLDC, Acis Group have taken the decision to step away from the partnership, instead allowing for a specific partnership agreement to be developed between WLDC and Acis Group in respect of nominations and allocations.

2.8 Officers from WLDC Housing and IT teams have worked closely to develop a set of requirements for a new IT system, leading to the development of a clear system specification. This has been supported by the Councils Customer First Lead to ensure alignment with the Customer First programme.

2.9 The new provision requirements include:

- *Housing Register Advice, Homelessness Prevention, and use of Temporary Accommodation and be a Housing Assessment Tool for the Council's residents.*
- *The system will enable the Councils full compliance with its obligations through its Housing Allocations Policy.*
- *The system will be compliant with the relevant Housing and Homelessness Legislation and specifically, fulfil; the new requirements set out in the Homelessness Reduction Act 2017 (HRA 2017).*
- *It should have built in capability to provide Management Information in the form of data and reports for internal use and to ensure robust and timely completion of relevant Government Returns.*
- *Supply of this system, its user training, its successful launch and ongoing support*

2.10 Officers have carried out soft market testing to understand the market and alternative options available to us and the costs associated with an alternative system. This guided the request for capital monies in a report to Corporate Policy and Resources Committee on 21 September 2017.

2.11 Officers have worked closely with Procurement Lincolnshire in respect of the options available to us to procure an alternative system.

2.12 Officers are recommending to members of Prosperous Communities Committee that West Lindsey District Council exits the current partnership and pursues the procurement of an alternative IT system to allow for successful transition and implementation by March 2018.

2.13 A transition plan has been developed and will be delivered by the service.

2.14 Project Governance will be provided as part of the relevant Programme Board

2.15 The move to a new, fit for purpose IT system is reflected within the Councils proposed Housing Strategy.

3 Housing Allocations Policy

3.1 The Council is required to have a Housing Allocations Policy (Housing Act 1996, as amended by the Homelessness Act 2012 and Localism Act 2011).

3.2 It sets out the framework within which the council operates in the assessment of housing need on the common housing register and the letting of social rented properties within the District.

3.3 The main objectives of the Policy are to:

- Provide a fair, open and accountable framework in which everyone has equality of access when seeking an affordable home
- Prevent homelessness and reduce the use of temporary accommodation
- Assist applicants in the greatest housing needs, whilst ensuring the best use of limited housing resources and that balanced and stable communities are maintained
- Ensure quality and accessible advice and assistance about the scheme is freely available, to ensure applicant understand and can participate
- Take account of the relevant legislation and statutory guidance
- Have due regard to the Lincolnshire Homelessness strategy

3.4 The Council currently operates a shared policy with the other Lincs Homefinder members.

3.4.1 The policy has been reviewed and amended to incorporate key legislative changes and to reflect the proposal to seek approval to operate as a single partner from 3rd April 2018.

3.5 The draft Housing Allocations Policy is attached at **Appendix A**.

3.6 The revisions to the policy have been reviewed by Lincs legal to ensure it is legally compliant. As a result of the legal advice a minor amendment has been made.

3.7 All policy changes are detailed within **Appendix B**.

3.8 A six week consultation period on the revised policy is required. Subject to approval by Prosperous Communities Committee, the consultation period will begin on 6th December, supported by a communications plan. WLDC's Communications Team is actively working with the service.

3.8.1 Delegated authority to the Chief Operating Officer in consultation with the Chair of Prosperous Communities Committee to make minor changes to the policy as a result of consultation is requested.

3.8.2 Officers do not anticipate any significant changes to the policy as a result of consultation. This is due to the legal approval and alignment with the Housing Act, and also because the policy review itself does not create any significant changes to the way in which the Council operates this function. The exception to this is the exit from the existing partnership arrangements, however this will be managed through an effective communications plan.

3.8.3 Any significant issues arising from the consultation will be discussed with the Chair of Prosperous Communities Committee to seek advice on the need to bring a further report to Committee.

End of Report

Appendices
Appendix A: WLDC Housing Allocations Policy 2017 (Draft)
Appendix B: Policy Changes

Lettings Policy



Draft Version Dated July 2017 (TA)

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1. Introduction

This is the allocation scheme (as required by the Housing Act 1996, as amended by the Homelessness Act 2012 and Localism Act 2011) for West Lindsey District Council. It sets out the framework within which the council operates in the assessment of housing need on the common housing register and the letting of social rented properties.

West Lindsey District Council will work with all registered providers who manage properties within the area. Properties owned by other housing providers, operate their individual nomination arrangements through this scheme

2. Statement of Choice

West Lindsey District Council is fully committed to enabling applicants to play an active role in choosing where they live, whilst continuing to accommodate those in the greatest housing need in the district. This Policy aims to be open and transparent.

It is important that applicants are aware that the demand for accommodation is higher in some areas than in others, as is property availability and turnover. In making a decision about the choices available, applicants need to consider their housing need against the availability of properties in any given area.

The main objectives of the Policy are to:

- Provide a fair, open and accountable framework in which everyone has equality of access when seeking an affordable home
- Prevent homelessness and reduce the use of temporary accommodation
- Assist applicants in the greatest housing needs, whilst ensuring the best use of limited housing resources and that balanced and stable communities are maintained
- Ensure quality and accessible advice and assistance about the scheme is freely available, to ensure applicant understand and can participate.
- Take account of the relevant legislation and statutory guidance
- Have due regard to the Lincolnshire Homelessness strategy

3. Equal Opportunities

West Lindsey District Council is committed to the promotion of equality of opportunity for all existing and potential application. No one will be treat unfairly due to gender, race, colour, ethic or national origin, religion, disability, marital status, age, sexuality, health or other reason. This list is not intended to be exhaustive but indicative of the council's intention and commitment to ensuring equality

4. Data Protection, Confidentiality and Sharing Information

West Lindsey District Council is known as a 'Controller' of the data you provide and we are registered with the Information Commissioner's Office. The council take your privacy

seriously and will not use the information you give for any other purposes than to administer your application, unless the law allows this.

If you provide your personal information on both the paper and online application, you are consenting to the council using this and any other information you provide as proof of your application, to process and consider your application. We will:

- keep your information accurate and up to date, with your assistance
- retain your information only for as long as necessary (minimum of 6 years from the end of the tenancy/application and longer in certain circumstances)
- store your information securely in accordance with the Data Protection Act 1998 at a level appropriate for its sensitivity. For further information see the council's Data Protection Policy

We will not share your personal information with third parties without your consent, unless they are processing your information on our behalf, or because the law allows this, for example to check the information provided by you or about you. This includes any sensitive personal information you provide for example regarding you or your family's health, although only where it is necessary.

We are also under a duty to protect the public funds we administer, and to this end may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

The third parties may include but are not limited to, passing your information and receiving information about you, with the agencies/services listed in the Statement and Declaration on the application form.

If after providing consent for us to process your personal information for this purpose, you decide to withdraw your consent, then you must contact us immediately to confirm this. However the consequences of this will be that your application will not be considered. We may also have already passed on your information, as the law allows, to other departments within council and organisations.

If you want to know more about the information we hold about you and how we process this or you have a complaint regarding the way we have handled your personal information please ask for the Data Protection Officer at our main offices at Guidlhall, Marshalls Yard, Gainsborough. If you however remain unhappy, then you have a right to complain to the Information Commissioner at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone: 01625 545 700 Website: www.ico.org.uk

5. Eligibility

Applicants should generally be aged 18 years or over. In the case of joint applications, at least one should normally be aged 18. Special provisions apply to 16-17 year olds, [see section XX](#).

Applications from the following groups will be considered.

- Persons not subject to immigration control taking account of nationality and immigration. The main customer groups to whom properties will be let to are:
 - All existing secure and introductory tenants of a Local Housing Authority and assured tenants of an RSL.
 - British nationals who are habitually resident in the Common Travel Area (CTA) i.e. United Kingdom, Channel Islands, Isle of Man or Republic of Ireland.
 - Commonwealth citizens who have the right of abode and are habitually resident in the CTA.
 - European Economic Area (EEA) nationals who have the right to reside in the UK and are habitually resident in the CTA.

- Persons subject to immigration control who have been granted:
 - Refugee Status
 - Humanitarian Protection or Discretionary Protection, provided that there is no condition that they shall not be a charge on public funds
 - Indefinite Leave to Remain, provided that they are habitually resident in the CTA and their Leave to Remain was not granted in the previous five years on the basis of sponsorship given in relation to maintenance and accommodation (or if their sponsor has died)
 - Persons subject to immigration control who are nationals of a country that has ratified the European Convention on Social and Medical Assistance (ECSMA) or the European Social Charter (ESC) provided that they are habitually resident in the CTA and lawfully present in the UK.

- In addition to European Nationals who are habitually resident in the UK, and can prove they have a current British National Insurance Number, applications from the following groups of people will also be considered: -
 - A person granted refugee status when his/her request for asylum is accepted.
 - Persons granted exceptional leave to enter or remain. This will be someone who has failed in the request for asylum, but has been given leave to remain where there are compelling, compassionate circumstances.
 - Persons granted indefinite leave to remain in the UK who are regarded as having settled status. Applicants still have to establish habitual residence.

Under the Housing Act 1996, local authorities must consider whether applicants are eligible for housing assistance. This relates to some people who may have been living abroad or who do not have permanent permission to remain in the UK. Any person making an application who is identified as falling under the Asylum and Immigration Act 1996 will be assessed in accordance with the Act. We reserve the right to seek independent advice and assistance to resolve the issue of eligibility.

5.2 16/17 year olds

Generally, applications from 16/17 year olds will also be accepted but will only be considered for vacancies in designated supported young person's schemes. However, the following will be accepted on to the list for general housing stock:

- A single woman aged 16 or 17 expecting a child.
- A single parent aged 16 or 17 with a dependent child.
- A couple, with one or both aged 16 or 17 who are expecting a child, or have a dependent child.

In the case of applicants who are aged 16 or 17 and homeless, a joint assessment with Children's Services will be required to identify appropriate housing and support needs. This process may include other agencies such as, Health, offender management, mental health teams, etc. Such applicants will usually only be considered for appropriately supported housing schemes and not general purpose accommodation.

Some housing providers require 16/17 year olds accepted for housing to have a guarantor and/or sign up for support from the housing provider where satisfactory support is not in place from statutory agencies.

6. Ineligible Applicants

Those who **CANNOT** join the Choice Based Letting Scheme are: -

- Persons who are ineligible to reside in the United Kingdom.
- Persons granted exceptional leave to enter or remain but do not have recourse to public funds.

There may be cases where an ineligible person forms part of a household with others who are eligible. It is important to note that whilst the ineligible person cannot be granted a tenancy they may be taken into account in the size of accommodation to be offered, but the tenancy will only be granted to the individual who is eligible.

7. Non-Qualifying Persons

The following will be considered to be non-qualifying persons, and therefore unable to join this Choice Based Lettings Scheme:

- Existing social housing tenants who have not been in their current home for 12months. .
- Serious unacceptable behaviour

7.1 Existing Social Housing Tenants

West Lindsey District Council aims to promote settled and sustainable communities, therefore social housing tenants who have not been in their current home for 12months will be considered non-qualifying and not accepted on to the scheme.

A reviewing officer will consider any exceptional cases where an applicant's circumstances have significantly changed and the applicant was not aware or anticipating the change prior to taking their current tenancy

7.2 Serious Unacceptable Behaviour

The council is committed to tackling anti-social behaviour and enabling our communities to become safer places to live. We are also committed to reducing the level of rent arrears and ensuring that rent and other housing related debts are paid promptly. We have a duty to have regard to the financial consequences of their actions and to balance their budgets.

The council believes they are entitled, when deciding whether or not to allocate a property to an applicant, to take into account the previous record of the applicant (and/or a member of his/her household), whether as a rent payer or in any other respect.

The behaviour of applicants will be a factor to be taken into account as part of the assessment process. This applies to transfer applicants as well as new applicants.

In the case of new applications, we expect applicants to provide us with some proof that they have behaved responsibly. We would normally ask for a reference from the applicant's current or last landlord confirming whether or not the applicant has behaved as a responsible tenant. We may also consider references from an employer or any other professional person. It will be the applicant's responsibility to obtain the reference. We would also normally ask applicants to produce a rent book and/or other documentation (for example, a bank statement) to show us whether or not they were up to date with their rent payments. Failure to provide some proof that they have behaved responsibly will not necessarily prevent an applicant from proceeding with his or her application for accommodation but the applicant would have to have a good reason for not being able to do so. Where it is apparent that an applicant has not behaved responsibly, the applicant will be given the opportunity to explain. Each case will be decided on its own merits.

It is the responsibility of an applicant to provide reasonable information to enable their application to be assessed. Applications will not be registered until we have received all the required information and we are satisfied that an applicant qualifies for accommodation.

The following two sections contain examples of where we may disqualify applicants from housing because of their serious unacceptable behaviour, or where we may for a period of time prefer applicants **who are not guilty** of poor behaviour over applicants **who are guilty** of such behaviour.

We may disqualify applicants from the Housing Register if we have evidence they have behaved in an unacceptable way and we consider this makes them unsuitable to have a tenancy.

7.3 Examples of poor behaviour

This will be undertaken with reference to s160A of the Housing Act 1996 s160A

A local housing authority may decide that an applicant is to be treated as ineligible for an allocation of housing accommodation by them if they are satisfied that—

(a) he, or a member of his household, has been guilty of unacceptable behaviour serious enough to make him unsuitable to be a tenant of the authority; **and**

(b) in the circumstances at the time his application is considered, he is unsuitable to be a tenant of the authority by reason of that behaviour.

The only behaviour which may be regarded by the authority as unacceptable for the purposes of subsection (7)(a) is—

(a) behaviour of the person concerned which would (if he were a secure tenant of the authority) entitle the authority to a possession order under section 84 of the Housing Act 1985 (c. 68) on any ground mentioned in Part 1 of Schedule 2 to that Act (other than ground 8); or

(b) behaviour of a member of his household which would (if he were a person residing with a secure tenant of the authority) entitle the authority to such a possession order.

Actions that may result in your disqualification include (but are not limited to)

- Failing to pay the rent or other charges
- Breaching a condition of the tenancy agreement
- Causing or likely to cause a nuisance or annoyance to people who live, visit or work in the locality of the home; (as landlord), or any person employed in connection with the exercise of the council's housing functions, and that the conduct affects those functions (either directly or indirectly).
- Being subject to (or having previously been subject to) an Anti-social Behaviour Injunction, an Anti-social Behaviour Order, a Criminal Anti-social Behaviour Order, a Criminal Behaviour Order, a Community Protection Notice, a Closure of Premises Order; or having been in breach of any those orders.
- Using their home for immoral or illegal purposes
- Being convicted of an offence (which carries with it a custodial sentence, whether or not custody was imposed) committed in, or in the locality of, their home, or committed elsewhere against a person with a right to reside in, or occupy housing accommodation in the locality, or was committed elsewhere against the landlord of the home, or a person employed in connection with the exercise of the council's housing functions, and that the conduct affects those functions (either directly or indirectly).
- Causing the condition of the property to deteriorate by a deliberate act, or by neglect
- Making a false statement to obtain a tenancy

The council will consider whether people it has found to be guilty of poor behaviour are, at the time they apply, suitable to be tenants. Persons who are found to be unsuitable will normally be disqualified from joining the housing register.

We will act reasonably when we decide to disqualify an applicant. We will consider all the relevant information before we make our decision. Where the council has reason to believe that poor behaviour is due to a physical, mental or learning disability, the person will not be determined as disqualified without first considering whether they would be able to maintain a tenancy satisfactorily with appropriate care and support. In such cases the council will consult as appropriate with any relevant agencies, including Social Services and providers of support services. We will consider the interests of the applicant and their household but we will also consider the interest of the people who live and work on our estates.

In determining the issue it is not necessary for the applicant to have actually been a tenant of a registered provider who receive allocations via West Lindsey Homefinder when the poor behaviour occurred - for example an applicant who previously had a tenancy with a private landlord and was in arrears of rent, or had been guilty of anti-social behaviour, will be subject to this part of the Policy. Furthermore, the poor behaviour is not limited to behaviour caused by the applicant - it extends to behaviour caused by a member of the applicant's household and visitors to the applicant's home.

For the purpose of rent arrears or other charges this would be any amount above £800.

If at any time the council obtains information that leads it to believe that an applicant already on the housing register is ineligible, it will inform the applicant in writing. The applicant will be given 28 days to provide information showing that they are eligible, their application will be suspended for that period and unable to place bids, bids already placed may be bypassed. If they do not reply within this period, or if they reply but the council remains of the view that they are ineligible, they will be removed from the housing register ie: their application will be cancelled.

We will write to an applicant explaining why we have decided to disqualify him/her from the Housing Register. Any applicant notified that they are being treated as non-qualifying may request a review of the decision.

If the review confirms that the applicant is to be treated as non-qualifying, the applicant may still make a fresh application at a future date, when the applicant feels they should no longer be treated as non-qualifying. The council will consider this fresh application on its merits. However, unless there has been a considerable lapse of time, it will be for the applicant to show that their circumstances or behaviour have changed substantially. For the purpose of rent arrears or other charges, the applicant needs to demonstrate they have cleared the account or maintained a suitable repayment plan to reduce the debt for a minimum of 13 weeks.

7.4 Poor Behaviour - Passover of Application

In certain cases, we may register an applicant onto the Housing Register but may not offer them accommodation until they pay off a debt or improve their behaviour. This applies to behaviour that makes us concerned about an applicant's ability to maintain a tenancy, but is not serious enough for us to disqualify them.

In these circumstances the application will be registered and will be awarded the appropriate banding. However, until the applicant has proved that they have remedied their behaviour, normally over a period of six months, then other applicants who have not been guilty of poor behaviour will be preferred over them ie: any bids placed will be passed over.

The council considers that poor behaviour would include the following:

- Housing Debt under £800 - By "Housing Debt" we mean (1) rent arrears owed to a landlord (including the Council, another Local Authority, a Registered Social Landlord or a Private Landlord), (2) costs of repairing damage to Council housing property or housing property

belonging to another Local Authority, a Registered Social Landlord or a Private Landlord, (3) mortgage arrears owed to the Council or any other lender and (4) other debts including Housing Benefit overpayments and rent advance or deposit payments.

We expect applicants in debt to either pay the debt in full or make an agreement with the landlord or other creditors as the case may be, to pay off the debt over a set period.

They must then keep to the agreement and make regular payments to reduce the debt, until either (1) they have repaid 50% of the debt or (2) they make and maintain regular acceptable payments for a minimum of 13 weeks. When the applicant meets either of these 3 conditions, we will then consider them for accommodation and no longer Passover their bids placed. If, once we have made the application active, the applicant does not keep to their agreement to make regular payments off their debt we will not offer them any accommodation, until they have maintained their agreement for a minimum of 13 weeks, with any bids being passed over.

- Breaching a condition of the tenancy agreement - We may visit tenants before we offer another tenancy. If we find that the tenant is breaking their tenancy conditions we may not offer accommodation until the breach has been remedied. Breaking tenancy conditions includes: damaging the property; making structural alterations without our consent; allowing the garden to become seriously neglected or overgrown; poor internal decorative and cleanliness standard. We will write to the applicant to tell them why we will not offer accommodation to them. We will also tell them what they need to do before we will offer them accommodation. This applies to applicants whose landlord is either a Local Authority, Registered Provider or a Private Landlord.
- Anti-Social Behaviour - Where there is evidence of anti-social behaviour at the applicant's present address or a previous address, but the behaviour is not serious enough for us to consider the applicant non-qualifying, until the applicant has proved that they have remedied their behaviour we will not offer them accommodation and will prefer other applicants who are not guilty of anti-social behaviour, ie: their bids will be bypassed. This also applies to any member of the applicant's household. The period of time in which we will prefer other applicants by bypassing bids, will be for a set period, which will usually be a minimum of 6 months. During this set period, the applicant will have to show that their behaviour has improved and they are capable of being a responsible tenant. We would expect them to do this by providing us with a reference from their landlord. The reference should show that the applicant has behaved as a responsible tenant over the set period. We may also consider references from an employer or any other professional person. We may make direct contact with the person who wrote the reference. If it is clear that the applicant or a member of their household is presently causing anti-social behaviour, we may not offer them accommodation.
- Making a false statement to obtain a tenancy - where we consider that the false statement was not so serious as to justify disqualifying the applicant from the Housing Register, then we may prefer other applicants over them for a set period, which will usually be a minimum period of 6 months, during that time any bid placed will be bypassed.

We will act reasonably, when we decide that an applicant has been guilty of poor behaviour, we will consider all the relevant information before we make our decision. For example, where an applicant has housing debts this will not automatically prevent him or her from being offered a tenancy but it will be one of the things taken into account when deciding whether or not to make that offer. Where the council has reason to believe that poor behaviour is due to a physical, mental or learning disability, the person will not be considered non-qualifying without first considering whether they would be able to maintain a tenancy satisfactorily with appropriate care and/or support. In such cases the council will consult with any relevant agencies. We will consider the interests of the applicant and their household but we will also consider the interest of the wider community.

We will write to applicants explaining the reasons why we have made the decision. We will tell them what they have to do before we will consider them for accommodation. We may ask them to do this within a set period of time. The applicant may request a review of the decision.

8. Processing Applications

8.1 Providing Information and Documentation

Applicants are required to provide acceptable evidence of their identity e.g. their Driving licence, Passport and proof of residency for themselves and anyone they wish to be rehoused with. They must also provide their National Insurance Number in order for the application to proceed. Without this information an application will not be processed. Any delay in providing the required documents may affect an application's registration date

In accepting any application which includes anyone from abroad, proof of identification, nationality and immigration status will be required. Verification may be sought from the Immigration Service to safeguard the use and allocation of public funds.

In order to determine the priority an application receives, it is the applicant(s) responsibility to provide any and all information reasonably required by the council . Such information may extend beyond that requested on the Application Form. Until all required information is provided the application will not be registered and/or will NOT be eligible to bid.

8.2 Dating of Applications

The initial registration date of an application form will be the date the fully completed housing application form is received at any of the council offices. All relevant documentation requested by the council should be provided within 28 days of initial contact. Failure to provide relevant documentation may result in a later registration date, or cancellation of application.

Applicants will be placed within a band in date order.

- **new application** - the banding date will be the same as the applicant's registration date.
- **change in circumstances which results in a higher band assessment** - the banding date will be the date the applicant provides satisfactory evidence of the change in circumstances.

- **change in circumstances which result in a lower band assessment** - the banding date will revert to the original application date.

For example: birth of a child may cause a household to be lacking 1 bedroom and may therefore move up a band. The banding date is the date that the birth certificate was provided to the council (leading to the re-assessment) not the child's date of birth.

8.3 Cancellation of Applications

The council may cancel applications where:

- An applicant is housed as a result of that application,
- An applicant fails to respond to the annual review within the set timescale,
- An applicant has moved and failed to notify the council ,
- An applicant persistently fails to respond to the council's communication or requests for information over a reasonable timescale.

Should an applicant subsequently wish to re-join the register they will be required to complete a new application which will be processed based on their current circumstances and with the subsequent registration date.

8.4 Suspension or pending of Applications

We may suspend (put "on hold") your housing application if, for example:

- You have been asked, in writing, by telephone or email for key information in relation to your application and we are waiting for your reply
- We have asked another support agency or worker, to provide additional information about you and are waiting for a reply from them.
- if we are unable to contact you following multi attempts
- whilst awaiting the outcome of a referral to the LHF Review Panel
- whilst awaiting response to annual review
- where requested, and an applicant refuses a home visit

8.5 Right to Buy, Disabled Facilities Grants and Adaptations

Where an applicant(s), or member of the moving household has benefited from either a Right to Buy, disabled facilities grant/adaptation or renovation grant they may be accepted onto the housing register and placed in the appropriate band. However, their application will be passed over, for a period of 5 years from when the RTB sale was completed or the work was undertaken, unless the household's circumstances have substantially changed to make the property unsuitable.

In the event that an application is passed over by the council for these reasons, applicant(s) would be notified in writing and of their right to review of that decision. Applicants must be aware that the letting of a property will not be delayed pending a review, the outcome of the review will only be applicable for future vacancies.

8.6 Landlord References

The council may contact an applicant's current or former landlord(s) for information on how that tenancy was conducted. This will cover payment of monies due, condition of property, anti-social behaviour and other tenancy conditions. This information will be used to determine eligibility and banding, of which applicants will be informed.

In the event that an applicant disputes the contents of a reference, an officer will make a decision taking into account individual circumstances and supporting information available to them.

8.7 Home Visits

It is sometimes necessary to carry out home visits to assist with the assessment of housing applications and also to provide an alternative way for customers to discuss their particular requirements.

- They will only be carried out by prior appointment, unless in exceptional circumstances.
- The council reserves the right to suspend applications where access to the home is denied and until such time as this can be given. The council reserves the right to decline the request for a home visit where this may place a member of staff at risk or is otherwise considered unnecessary

8.8 Housing Related Debts

Where an applicant(s) has any current/former rent arrears or other housing related debt, and are not considered to be a non-qualifying person, they may be accepted onto the housing register and placed in the appropriate band, but will have their application status set as "Passover". This means if an applicant makes a bid, their application may be passed over, until an acceptable repayment agreement has been made and maintained for 13wks, having regard to the following criterion:

Current and/or former rent arrears:

- Reasons given for which the arrears have incurred
- the age of the debt

Other housing related debt:

- the amount of debt outstanding,
- the age of the debt
- reasons given for why monies owed
- the applicant's commitment to repay,
- current housing circumstances,

In the event that an application is passed over by the council for these reasons, applicant(s) would be notified. Applicants must be aware that the letting of a property will not be delayed pending a review, the outcome of the review will only be applicable for future vacancies.

8.9 Financial Capacity

Households applying to this Scheme may be assessed for their ability to buy/rent a suitable property within the area, or improve/adapt their own home to meet their assessed needs. This includes applicants who have been accepted under homelessness legislation to whom the Local Authority owes a duty under sections 193(2) or 195(2) as well as general applications.

Assets that may be taken into consideration when assessing financial capacity may include but are not limited to savings, shares, bonds, commercial property, residential property,

property abroad and money apportioned through the proceeds of a divorce settlement, inheritance or any form of cash windfall.

Applicants assessed as having the financial resources to resolve their own housing difficulties, may have their housing priority reduced.

The council reserves the right not to make an offer of tenancy to an applicant who has the financial capacity to reasonably resolve their housing situation when taking the above into account. This criteria may be reviewed where a property is deemed to be in a 'low demand area' or at the discretion of the registered provider who manages the relevant property.

8.10 Change of Circumstances

Applicants are required to inform the council if their personal circumstances change and it may reasonably be expected to have an effect on their Housing Register application. This includes any change in their address or household composition or contact details.

A specific form may be available for this purpose and this must be signed by each of the applicants. Examples of this include:

- Housing circumstances have improved
- Recovered from an illness which previously gave medical priority

When a child is born and a copy of the birth certificate has been provided there will be a re-assessment of the banding and if the banding results in a higher band it will have a band date of when the council received confirmation of the child's birth.

Changes in circumstances that lead to re-banding will be dealt with in accordance with this policy. The council will re-assess an application where there has been a change of circumstances and will notify the applicant in writing that this has been done. If the change results in the applicant's priority changing this will be explained in writing to the applicant.

It is the applicants responsibility to ensure they provide up to date contacts, failure to do so may lead to their application being suspended or cancelled and could mean their bids on vacancies are bypassed, after reasonable attempts to contact them are unsuccessful.

8.11 Annual Review of Applications

The council will undertake an annual review of applications on the common housing register. This helps to ensure that those on the register are still interested in applying and circumstances are up to date.

Each applicant will be contacted, in writing, on the anniversary of their application to ascertain if they still wish to be registered. Should there be no response to this letter **within 4 weeks**, the application will be suspended. A further letter will be sent to the applicant notifying them their application is suspended and should they not respond, within 14 days, their application will be cancelled.

Applicants who subsequently decide they wish to rejoin the Register will need to re-apply in the normal way.

8.12 Assisted Persons List

Some applicants may require help to ensure that they have the same opportunity to access the scheme. Where possible we will enable applicants to access the scheme themselves or by a family member or other advocate. For those who have no other support available to them, the council offers an “Assisted Persons List” to allow those who cannot participate fully without assistance, easy access to the scheme. This list will also extend to those who require help with applications for Registration.

The “Assisted List” seeks to provide a number of services for vulnerable applicants, such as;

- Assistance in accessing information relating to the scheme
- Assistance to complete an application
- Contact to advise of available vacancies
- Referral to the appropriate local agency or support worker to enable proactive support for bidding, or bidding on the applicant’s behalf,
- Regular contact will be made to ensure needs are being met in terms of bidding support.

9. How we Prioritise Applications

9.1 Bandings

This scheme uses Bandings to prioritise the housing needs of applicants, taking into account the above groups and local housing issues to ensure the schemes objectives are met, these include but are not limited to physical and mental health, affordability, employment, social wellbeing etc and whether a move to more appropriate accommodation will alleviate these housing needs

There are 4 Bands, with band 1 for those with the highest priority. Applicants are placed in the band in accordance with their housing needs assessment [APPENDIX A](#).

9.2 Reasonable Preference

The law states that certain groups of people have reasonable preference within any housing allocation scheme operated by a Local Housing Authority, these groups are:

- People who are homeless (within Part 7 of the Housing Act 1996 as amended by the Homelessness Act 2002); this includes people who are intentionally homeless, and those who are not in priority need;
- People who are unintentionally homeless or threatened with homelessness and who are in priority need who are owed a duty by any housing authority under section 193 (2) or 195 (2) of the Housing Act 1996 (or under Section 65 (2) or 68 (2) of the Housing Act 1985) or who are occupying accommodation secured by any housing authority under Section 192 (3) ;
- People occupying unsanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions;
- People who need to move on medical or welfare grounds;
- People who need to move to a particular locality in the area, where failure to meet that need would cause hardship (to themselves or to others).
- Those leaving the Armed Forces who are in housing need

10. Local Connection

A local connection with West Lindsey will prioritise your bids over applicants who do not have a local connection. To qualify for a local connection to the West Lindsey the applicant must provide supporting evidence that demonstrates:

- Be currently resident in the district and have been so for at least the last SIX months,
- Have previously lived in the West Lindsey area for a continuous period of TWELVE months (whilst aged 18 or over) in the last FIVE YEARS,
- Have family members who are currently resident in the West Lindsey area. Family members are defined as parents or guardians, adult children or brothers or sisters who have lived here continuously for the last FIVE YEARS,
- Have their current main place of permanent work in the West Lindsey area for a continuous period of TWELVE months

In exceptional cases the council has the discretion to award a local connection to their area.,

10.1 Other local connection circumstances

These circumstances include:

- applicants who have been accepted by West Lindsey District Council under the homeless law
- applicants who have been accepted for priority re-housing as a reciprocal arrangement with another local council
- HM Armed Forces applicants through Section 315 of the Housing and Regeneration Act (2008) who have established a local connection with West Lindsey before they joined the services
- members of the Armed Forces, former service personnel applying within five years of discharge, bereaved spouses and civil partners of members of the Armed Forces and serving or former members of the Reserve Forces who need to move for medical reasons
- refugees who have been granted leave to remain and have been dispersed within the West Lindsey area
- applicants who have been accepted from outside West Lindsey as part of a Witness Protection recommendation
- applicants from outside West Lindsey who are victims of domestic abuse or fleeing other violence and/or harassment, who cannot return to the area where they were living for fear of harm

10.2 What does not give you a local connection?

- People living in bail hostels or approved premises
- Occupying a mobile home, caravan or motor caravan which is not placed on an official mobile home or caravan park
- Hostel residents from outside West Lindsey who have not lived in the area for six months

10.3 Local Letting Plans

Local Lettings Policies are usually introduced to meet a particular local need and have an overall positive effect on estates. For example, if an estate had a high level of anti-social behaviour, applicants who bid for the advertised property may enhanced checks on their

previous behaviour, or in areas of low employment status priority may be given to those in current employment, or households of a certain age .

There are a number of Local Lettings Policies throughout the West Lindsey area. To be considered for a property subject to local lettings criteria, applicants would need to meet the usual eligibility criteria AND the additional local lettings criteria, failure to meet both criteria may lead to the bid being bypassed.

10.4 Unacceptable Behaviour

West Lindsey will take into account all relevant negative behaviour of the applicant or member of their household. Where that behaviour is not sufficient to consider the applicants as non-qualifying, such applications may have their priority reduced by one band.

Worsened Circumstances

Where the council determines that an applicant has deliberately worsened their circumstances and gained additional priority, they reserve the right to reduce the priority awarded by 1 band for up to 6 months. Examples include, but not limited to:

- Giving up suitable accommodation that was available to them
- Moving into an unsatisfactory arrangement eg: sharing facilities or overcrowded

The council will take into account the current needs of the household before reducing any priority and in setting the period of time. Where priority has changed applicants will always be informed in writing stating the reasons, any time restrictions and their right to review of that decision.

Homelessness

In cases where the council, has accepted a main housing duty under homelessness, applicants will be placed into the appropriate band and are required to bid for suitable properties for which they are eligible. .

Homeless cases will be monitored, and if applicants fail to make bids, the council will then bid on their behalf for the next suitable property they are eligible for. If an applicant refuses a successful bid that is considered suitable and reasonable, the homelessness duty to them may be discharged. In such cases the application will be re-assessed.

The council reserves the right to make direct lets to homeless households, where they consider a property is suitable and reasonable for the household.

Managing Risks

The council recognises that all people have a right to a home that is more than just somewhere to live. However, there are people who are more difficult to integrate into mainstream housing.

It is important to manage the needs of individual applicants with the needs and rights of neighbours and the local community. In order to manage risks to individuals and communities

a multi-agency approach must be taken, the council will therefore work closely with the Police, Social Care, Probation, Health and voluntary agencies.

For example, securing accommodation for a high-risk offender will be done in consultation and with the approval of the appropriate agencies and special arrangements may apply in cases where an applicant is considered by the Multi Agency Public Protection Panel Arrangements (MAPPA). In order to achieve this there may be occasions when the applicant with the highest priority in the scheme may not be offered a particular property. In such cases they will be written to by the council explaining the reasons why this has happened.

The council actively works with the Local Community Safety Partnership in addressing a range of issues that impact upon community safety. These issues include drugs misuse, anti-social behaviour and domestic abuse amongst others. The council reserves the right to liaise with the Local Community Safety Partnership when considering any exclusion, letting or other issues which have an impact upon community safety.

An integral part of managing risks is to ensure that appropriate support networks are in place and are regularly monitored and reviewed by the council. Any successful bid will be declined if the relevant agencies have not provided a relevant Care Plan/Risk Assessment to manage the risk.

Property Eligibility

Applicants, upon acceptance to the common housing register, will be notified in writing of the properties they are eligible to bid for. Property eligibility is based upon a household's composition and their needs, [See Appendix B](#). The Policy covers the letting of a range of property types throughout the area. These properties range from bed-sitting rooms to five bedroom houses.

It is important to note that property eligibility may differ between landlords, individual Housing Providers endeavour to make the best possible use of their stock in terms of size and suitability when setting the criteria for eligibility. For example, ground floor flats may be reserved for people with a physical disability. Housing Providers may also choose to exercise some discretion and invite bids particular household compositions to contribute to sustainable communities. The advert will clearly state which applicants can bid for each property and which applicant will have priority for the vacancy.

The council reserves the right, in exceptional circumstances, to offer applicants accommodation not usually considered for their household type or size, for example where availability of properties in a certain area are scarce or those with no medical need may be considered for level floor accommodation..

The council can amend the bid criteria of previously advertised properties to widen the eligibility and enable successful bids to be made.

Access to children

For the purposes of this policy, we consider that access to children must be regularly and for at least three nights a week. Single people or couples with access to children may be eligible

for a two bedroom flat opposed to a one bed flat, but the council may give preference to applicants who would fully occupy the vacancy on a permanent basis.

Single people or couples with children living with them permanently and with access to children may be able to bid for properties with an extra bedroom. However, we may give preference to large families who would fully occupy the property permanently

Carers

Applicants with a disability or other need who require an additional bedroom to accommodate a carer are required to provide a suitable Care Plan that demonstrates that ongoing need.

Advertising Vacancies and Bidding

Advertising Cycle

Once applicants are registered they are able to start looking for a suitable vacancy across the West Lindsey area. Vacancies will be advertised on a weekly basis from Wednesday to 12noon on the following Monday (6days). Adverts will include key property attributes, local facilities and eligibility criteria.

Vacancies will be advertised in the following ways:

- **West Lindsey Homefinder Website** – [INSERT WEBSITE HERE](#). This will allow applicants to view available properties and apply 'on-line' for properties of their choice. Access to the website is available in the council's reception areas. Links to this website will be available on the council's own website.
- **Reception Areas** – The council will advertise all properties available within the Scheme in their reception areas.
- **Dispersed office locations** – a list of the vacancies in the advertising will be circulated by email to such locations, should any applicant approach them for information

Withdrawing Adverts

Occasionally, the council may be required to withdraw a property advert, for instance:

- if it becomes apparent that the property may be let through direct lets in accordance with this policy (*see section 3.16*) or
- The current tenant of the property being advertised has withdrawn their notice terminating their tenancy of that property, so the property is no longer available,
- Significantly incorrect information had been advertised in respect of the property or applicants eligibility for that property.

Reasons for the withdrawal of any property adverts will be available

Bidding for a Vacancy

Applicants are restricted to making 2 bids in each cycle. Where an applicant meets the property eligibility, bids can only be placed during the bidding cycle, and should be placed through the applicants individual online account by themselves or their advocates. Applicants unable to do so may be considered for the assisted persons list see [section XXXX](#)

Where a vacancy has been advertised and no bids have been received, or been successful, the vacancy may be re-advertised and may be allocated on a first come first served basis subject to the usual eligibility criteria.

Bids for individual vacancies are ranked by banding and banding date. If both of these are the same, this will then refer back to the original application date.,

Shortlisting and Offers

At the end of the advertising cycle, applicants who have bid will be shortlisted according to their eligibility criteria and any local lettings criteria. Verification checks will be undertaken at this stage to ensure applicants still qualify and circumstances have not changed

Bypassing Bids

Bids may be bypassed for several reasons. It is not possible to provide an exhaustive list, but the following are common:

- Household doesn't require ground floor property and vacancy is ground floor
- Household does require ground floor property and vacancy is upper floor
- Applicant is now under offer or first nomination to another vacancy
- Household has housing related debt (Passover status)
- Household has experienced a change of circumstances
- Unable to contact
- Does not meet specific criteria for the vacancy ie: additional local letting criteria

Making an Offer

The successful candidate will be contacted by an officer from the landlord whose vacancy they have bid for, to be offered an accompanied viewing of the property which could then turn into an offer of a tenancy.

If an applicant cannot be contacted following three attempts, their application will be suspended pending further action in accordance with [section XXXX](#) , the next eligible person on the shortlist will then be contacted and offered the tenancy. It is important to note that all applicants ensure they are contactable as their bid may be bypassed after reason attempts to contact them have been unsuccessful.

In exceptional circumstances the council may not make an offer or may withdraw of an offer to a successful bidder, this may included but is not limited to :

- it is clear that an applicant is not capable of understanding the responsibilities associated with being a tenant or they do not clearly understand what they are signing
- the current tenant of the property being advertised has withdrawn their notice terminating their tenancy of that property, so the property is no longer available
- an applicant has failed to respond to three contacts from the council
- The council or landlord believes the property is unaffordable from the onset.

Tenancies

Joint tenancies will be offered to:

- a) Married couples, unmarried couples and same sex partnerships, provided that both are named on the application form, unless both parties request the tenancy to be granted in a sole name, stating their reasons
- b) Adults wishing to live together as friends, both names have been included on the application form
- c) Applicants and their live-in carers, where the Council considers it to be justified.

Joint tenancies are not usually given to a parent and adult child, unless there are formal caring responsibilities.

In all other circumstances sole tenancies will be offered to the eligible lead applicant. In cases relating to persons from abroad who are subject to immigration restrictions, the tenancy will only be granted to the individual who is eligible, whilst the ineligible person can still be taken into account in respect of size and type of accommodation offered.

Refusals

If an applicant refuses 3 offers, they will be contacted to discuss their housing needs and circumstances. If the council considers such refusals were made unreasonably by the applicant, it reserves the right to change the banding date to the date of the most recent unreasonable refusal.

Non-bidding

All applicants in Band 1 will be monitored to establish if any suitable properties have been advertised. If suitable properties have been advertised the applicant may be contacted to establish why they have not bid. This will assist the council in ascertaining if any additional assistance is required to participate in the scheme. The council reserves the right to review such applications and reduced Banding priority.

Vacancies excluded from the Scheme

West Lindsey District Council reserves the right to exclude certain properties and housing schemes from this Scheme, but a majority of social housing vacancies in the West Lindsey area will be advertised and let through this scheme. Examples of where this may occur include (but are not limited to) where a property is needed urgently to deal with an emergency. Specialist accommodation may also be let outside this Scheme for example extra care schemes for the elderly.

In exceptional circumstances properties may be withdrawn from an advertising cycle or scheme, those applicants who may have already expressed an interest in any such property will be notified of the reasons why.

Direct Lets

In some circumstances it may be necessary to directly match an applicant to a suitable property. This means that the applicant may not be able to bid for properties. If this applies, we will notify the applicant direct.

Applicants subject to a direct letting will normally be made one offer of suitable accommodation. If they do not accept the property the council may decide to make no further offers to them, reduce their Banding or discharge a homeless duty. They will be able to request a review of any decision on the suitability of a property or a decision not to make a further offer.

Properties let through direct lettings may not be advertised through this scheme, but information will normally be made available to indicate that the letting took place. This may

not be done if there is good reason, such as the need to re-house someone threatened with violence.

Allocations to Employees and Relations

The Scheme's application form requires applicants to declare if they or a member of their household are either a member of staff/Councillor/Board Member or related to a member of staff/Councillor/Board Member of the council.

In such cases there will be stringent procedures and checks in place to ensure the application is processed in accordance with this Policy and other applications. A Senior Officer will check the processing and assessment. Prior to any offer of accommodation being made to such an applicant the council will notify their appropriate Director or Head of Service for approval.

Reviews and Complaints

Reviews of Decision

Initial decisions relating to an application will be made by the council. In exceptional circumstances, there may be a situation that is not covered by this policy. In such circumstances, the case may be referred to the West Lindsey Homefinder Panel for a decision.

All applicants have the right to request a review of a decision if they consider this policy has not been applied correctly, for example a decision about:

- Exclusion or removal from the Housing Register
- Type of property the applicant is eligible for
- Band awarded
- Application status and applicable dates
- Reasonableness of refusals

If an applicant wishes to request of a review of the initial decision, they should notify the council of the issue they would like to be reviewed. This will be dealt with by an officer not involved in the original decision making process.

If the applicant still considers their case has not been dealt with in accordance with this policy, and they can provide evidence that relevant information has not been considered, they may request that the case is passed to the West Lindsey Homefinder Panel.

If an applicant wishes to continue to pursue the matter following a decision by the West Lindsey Homefinder Panel they can approach the Ombudsman ([see section XXXX](#)).

Where an applicant wishes to provide new information that has not previously been available to the council for consideration, this will be dealt with as a 'change of circumstances' and subject to a reassessment and not considered as a review.

Complaints

If an applicant is dissatisfied with how they have been dealt with, and feel they have been unfairly treated, discriminated against and/or the council has failed to do something they should have done, then the applicant can make a complaint.

Complaints will be dealt with by the council and in accordance with their own Corporate Complaints Policy.

Ombudsman

The Local Government Ombudsman is independent of all government departments, councils and politicians. The Ombudsman examines complaints without taking sides. In most cases the complainant must have pursued the matter through the Council's own complaints procedure before a complaint can be considered by the Ombudsman

Contact details for the Local Government Ombudsman are

Email advice@lgo.org.uk

Telephone: 0300 061 0614

Text 'call back' on 0762 480 4299.

Fax us on 024 7682 0001.

Write to the **Local Government Ombudsman**, PO Box 4771, Coventry CV4 0EH.

Contact details for the Housing Ombudsman Service are

Email info@housing-ombudsman.org.uk

Telephone : 0300 111 3000

Fax : 020 7831 1942

Write to: **Housing Ombudsman Service**, Exchange Tower, Harbour Exchange Square, London. E14 9GE

Homelessness Reviews

Requests for reviews of decisions made in respect of an applicant's homeless application are subject to review procedures outside this scheme. Applicants should contact the local Authority responsible for their homelessness application for further information and assistance.

The West Lindsey Review Panel

The council aims to deal with individual enquiries at the initial point of contact including correspondence from Members of Parliament. Where necessary the council may meet to agree an appropriate response or decision(s). The West Lindsey Review Panel will be made up of an officer from the Home Choices team, the Customer Experience officer and a member of the Housing and Communities team. The panel will meet on a regular basis to consider the following:

- Requests for Reviews (once the Home Choices team has undertaken initial review)
- To award a Local Connection to West Lindsey in exceptional circumstances,
- All other exceptional cases that warrant consideration.

Policy Review

This policy will be reviewed annually to ensure it:

- a) meets legal requirements and is consistent with of related policies and strategies
- b) meets West Lindsey's needs and addresses local housing needs
- c) achieves its objectives

The council is responsible for ensuring all allocations within their organisation are made in accordance with this agreed Policy. The council will monitor the overall performance and effectiveness.

The council will consult with a wide range of stakeholders including existing and potential applicants on any proposed major changes to this Lettings Scheme and the implications of such changes.

Appendix A

Ref	Band 1	Ref	Band 2
1.1	Homeless Households – unintentionally homeless & priority need decision by the council	2.1	Homeless Households – likely to be assessed by the council as unintentionally homeless but not in Priority need
1.2	Urgent Medical – permanent condition & unable to continue to reside in current home	2.2	Threatened with homelessness within 12 weeks through no fault of their own with no legal redress, working through a Personal Housing Plan with the council and likely to be priority need
1.3	Urgent Welfare		
1.4	Approved ADHAC cases	2.3	Formal discharge notice of leaving the Armed Forces
1.5	Succeeded to a tenancy but current home not suitable	2.4	Medical need
1.6	Statutory overcrowding	2.5	Applicant(s) WITH dependant children or pregnant lacking access to essential facilities, or sharing facilities with a household not moving with applicant (if awarded 2.6 will not apply)
1.7	Lacking 2 or more bedrooms (permanent household & main residence)		
1.8	High level disrepair (not through wilful neglect/damage)		
1.9	Those with combination of 2 x “Band2” (exc those who have deliberately worsened their circumstances)	2.6	Applicant(s) lacking 1 bedroom (a medical need for additional bedroom, or with permanent residency of child)
1.10	Social housing tenants within the West Lindsey area under-occupying by 2 bedrooms, leaving vacant possession	2.7	Occupying supported accommodation with a positive notice to move on to more independent living
		2.8	Family living separately
		2.9	Financial Difficulties – that could be alleviated by moving
		2.10	Applicants with a combination of 3 “Band 3” Needs (exc intentionally homeless/ deliberately worsened circumstances)
		2.11	Band 1 housing needs but demonstrated unacceptable behaviour
		2.12	Applicants subject to NKDC Flexi-Secure tenancy review - whilst adequately housed have a need to move to more suitable accommodation

Ref	Band 3	Ref	Band 4
3.1	Homeless Household – decision by the council as intentionally homeless	4.1	Adequately housed
3.2	Threatened Homeless within 12wks through no fault of their own, no legal redress, completed a Personal Housing Plan with the council & unlikely to be priority need	4.2	Financially able to resolve their own housing needs
		4.3	Band 3 housing needs but have deliberately worsened their circumstances, time limited award (up to 6 months)
3.3	Medical Need	4.4	Band 3 housing needs but demonstrated unacceptable behaviour
3.4	Welfare Need – to provide/receive support, isolation		
3.5	Households with NO dependant children lacking access to essential facilities or sharing them with household not moving (if awarded 3.6 will not apply)		Band 5
3.6	Lacking 1 bedroom – inc those with regular overnight access	5.1	Those applicants with no local connection to West Lindsey
3.7	Social housing tenants within the West Lindsey area under-occupying by 2 bedrooms, leaving vacant possession		
3.8	Employment – to improve access to current permanent employment		
3.9	Level of disrepair – not caused by wilful damage/neglect		
3.10	Band 2 housing needs but have deliberately worsened their circumstances, time limited award (up to 6 months)		
3.11	Band 2 housing needs but demonstrated unacceptable behaviour		

Appendix B

Property Eligibility

Please note that eligibility may differ between landlords, please check individual vacancy adverts for full eligibility criteria for individual properties

Property Types: Bedsits, Flats, Maisonette, and Houses	Bedsit	Flat	House	Flat	Maisonette	House	Flat	Maisonette	House	House	House	House
	1			2			3			4	5	6
Single person	Y	Y	Y	Y								
couple		Y	Y	Y	Y							
Single/couple pregnant				Y	Y	Y						
Single/couple no children but access to children		Y	Y	Y	Y							
Household with 1 child				Y	Y	Y						
Household with 2 children same gender;												
-both under 10				Y	Y	Y	Y	Y	Y			
-both aged10-16					Y	Y	Y	Y	Y			
-one under 16 and one over 16				Y	Y	Y	Y	Y	Y			
-Both over 16				Y	Y	Y	Y	Y	Y			
Households with 2 children different genders;												
-both under 10				Y	Y	Y	Y	Y	Y			
-one under 10 and one over 10				Y	Y	Y	Y	Y	Y			
-both over 10							Y	Y	Y			
Households with 3 children							Y	Y	Y	Y		
Households with 4 children							Y	Y	Y	Y		
Households with 5 children										Y	Y	Y
Sharing adults (not partners) or families with adult children;				Y	Y		Y	Y				
2 people (2 adults or single person +adult child)				Y	Y		Y	Y				
-3 people (couple + 1 adult child)				Y	Y		Y	Y				
-3 people (single person + 2 adult children)							Y	Y				
-4 people (couple + 2 adult children)							Y	Y				
-4 people (single person + 3 adult children)							Y	Y				

Bedroom	1		2		3	
Property Type	Bungalow	Ground floor flat	Bungalow	Ground floor flat	Bungalow	Ground floor flat
single aged 18-55 with medical need		Y	Y	Y		
Single aged 18-55 with no medical need		Y		Y		
Single/couple aged 55-60 with no medical need	Y	Y	Y	Y		
Single aged 60+	Y	Y	Y	Y		
Couples aged 55-60 with no medical need	Y	Y	Y	Y		
Couples aged 60+	Y	Y	Y	Y		
Families			Y	Y	Y	Y

Glossary of Terms

Term	Explanation
ADHAC	Agricultural Dwelling House Advisory Committee
ASBO	Anti-Social Behaviour Order
Adequately Housed	Living in a property that is suitable for your needs
ADHAC	Agricultural Dwelling Housing Advice Committee
Applicant(s)''	A person(s), submitting an application, or member of household
Application	Form to be included in the scheme and considered for housing
Area	The area within the West Lindsey boundary
Banding	How applicants are prioritised in the scheme
Bid	Process stating which vacancy they are interested in
CBL	Choice Based Lettings
Complaints Procedure	What is a complaint, how to make a complaint and how it will be dealt with
The Council	West Lindsey District Council
Household	Individuals with intention of living together
Housing Related Debt	Works for which tenants are responsible, current or former rent arrears, rent advance/deposits payments, all other repayable payments
No Fixed Abode (NFA)	You have no fixed accommodation. Applicants who claim that they are of no fixed abode have to satisfy the council that they genuinely have no settled accommodation and are living at various locations for very short period of time.
West Lindsey Homefinder Panel	Group of representatives from within West Lindsey District Council.
Policy	This West Lindsey Homefinder Choice Based Lettings Policy
Registration	Method of applying for housing
Registered Provider	An organisation that lets social housing
Repayment Agreement	An agreement made between landlords and applicants to repay and reduce housing related debts
Rough Sleepers	Those sleeping, about to bed down or actually bedded down in the open air or those in buildings (or other places) not designed for habitation
Stakeholders	Other agencies/organisations with an interest or involvement in the scheme or individual applications

APPENDIX B

Allocations Policy Review – Proposed Changes

REF/PAGE policy dated 04/02/2015	SUBJECT	CHANGE
Throughout	Wording	Minor clarification and changes to terminology
Throughout	Referencing	Taking into account changes
Throughout	Wording	Changed various “will” to “may” to avoid a inference of a blanket policy
Throughout	Wording	“Partnership” to West Lindsey District Council
Throughout	Wording	Central Lincolnshire Partnership to West Lindsey District Council
Page 1	Version Control	To be updated to reflect approval/implementation date
Page 4 1.1	Introduction – scope of scheme with vacancies	Clarification that only vacancies within partnership area will be dealt with in accordance with this policy Reduced wording
Page 5 1.2	Statement on choice	Reduced wording
Page 7 1.5	Housing Options	Deleted – information rather than policy
Page 7 1.6	Service Standards -	Bullet 1 – change registration to application, and add to end of sentence “ <i>subject to receipt of all required documents</i> ” Bullet 9 – private interview rooms add “ <i>when required</i> ” Bullet 10 - deleted
Page 7	Serious Unacceptable Behaviour	Paragraph 5. Legal opinion has advised to expressly provide wording regarding unacceptable behaviour.
Page 11, 2.3	Non-qualifying persons	Inserted more detail on what is and is not included in terms of housing related debts (statute barred)

		Updated to take into account latest guidance on serious unacceptable behaviour Those not considered non-qualifying will now have passover status not reduced priority
Page 13, 2.5	False information	Deleted – information rather than policy
Page 14, 2.8	Sheltered Housing	Deleted
Page 15, 2.9	Other supported accommodation	Deleted
Page 15, 2.10	Assessment of applications	Inserted clarification on which partner has administration responsibility
Page 17, 2.14	Worsened Circumstances	Change reduced priority period from 6 months to 12 months
Page 17, 2.15	Change of Circumstances	Bullet 1 – changed to “ <i>medical</i> ” Bullet 3 – inserted – “ <i>additional household member</i> ” Para 3 – example is deleted
Page 17, 2.16	Medical Banding	Para 2 – word registration changed to “ <i>Band</i> ” and redated amended to “ <i>changed</i> ” Inserted revised wording to clarify that medical issues will alleviate with alt accom
Page 18, 2.18	Homelessness	Para 1 – first 2 suitable bids changed to “are required to bid on suitable properties for which they are eligible” Para 3 – deleted Para 4 – deleted Inserted – Partners reserve right to make direct lets
Page 19, 2.19	Rough Sleeping	Deleted – covered elsewhere in policy
Page 19, 2.20	No Fixed Abode	Deleted – covered elsewhere in policy
Page 19, 2.21	Housing Debts	Additional clarification inserted on age of debts
Page 20, 2.22	Financial capacity	Deleted – reference to homeless households owed a housing duty
Page 21, 2.24	Right to Buy	Amended 3 yrs to 5 yrs, period of time an application will have status of Passover, unless exceptional circumstances

Page 22, 2.25	Landlord references and credit checks	Para 2 – deleted
Page 22, 2.27	RENT (AGRICULTURE) ACT 1976	Deleted – information, priority details in reasonable preference and bandings
Page 22, 2.28	Dating of registrations	Word registration changed to “ <i>application</i> ” and registration date changed to “application date” Bullet 1 – added “ <i>subject to all required documents being receipted within 28days</i> ”
Page 24, 2.31	Assisted Persons list	Para 3, Bullet 2 and 3 – deleted Para 3, Bullets, 2, 4 and 5 – deleted Reduced wording
Page 24, 2.32	Property Eligibility	Inserted additional para from previous 3., 13 titled property types
Page 25, 2.33	Annual Rolling review	Deleted – word “rolling” inserted after para 2 – “ <i>A letter will be sent to confirm application being cancelled and include details on right to review</i> ”, in accordance with procedure
Page 26	Addition to Banding priority	Included Band 5 for applicants with no local connection to West Lindsey
Page 26, 3.2	Advertising of vacant properties	Bullet 3 – deleted, as not used Bullet 4 – deleted, as not used Bullet 5 – remote changed to other Updated wording
Page 27, 3.4	Property descriptions	Bullet 13 – deleted Bullet 19 – deleted Reduced wording
Page 27, 3.5	Bidding for a property	Bullet 3 – deleted, as not used Bullet 6 – deleted, as not used Inserted section on when bids may be bypassed
Page 28, 3.9	Making an offer	Para 1 – improved description of procedure for contacting potential successful applicants Para 2 – multiple attempts changed to 3 attempts over different cycles

Page 29, 3.10	Refusals of offers or non-bidding	<p>Para 1 – changed 3 offers to 2, for number of unreasonable refusals permitted before considering reassessment for reduced priority</p> <p>Para 2 – implications of Band 1 applicants failing to bid, will now consider reassessment for reduced priority</p>
Page 29, 3.11	Feedback on lettings	<p>Bullet 4 – amended to highest placed bidder</p> <p>Bullet 5 – amended to highest placed bidder</p> <p>Para 3 – deleted</p>
Page 29, 3.12	Properties excluded from the scheme	Amended para to reflect Acis position with properties outside the partnership
Page 30, 3.13	Property types	As above moved to 2.32 – property eligibility
Page 30, 3.14	Sheltered Housing (older persons schemes)	<p>Amended to designated properties, retirement age amended to older persons and specific schemes</p> <p>Then deleted</p>
Page 31, 3.15	Local connection	<p>Para 2 local authority amended to “partner” and deleted reference to “central scheme”</p> <p>Inserted additional clarification on relevant armed forces family</p> <p>Insert additional wording relating to local connection due to immediate family residency – bids may be bypassed if vacancy does not reduce distance between households</p> <p>Inserted ability to award local connection to care leavers within Lincolnshire, in accordance with Homelessness Reduction Act 2016</p> <p>Inserted clarification on other local connection grounds</p>

		Inserted detail on what does not give a local connection
Page 32, 3.16	Direct lets	Deleted para 1
Page 33, 3.18	Managing risks	Improved clarification and deleted reference to some people being more difficult to accommodate Para 4 – reference to deferring bids amended to bypass, in accordance with policy terminology
Page 34, 3.19	Local community safety partnership	Deleted
Page 34, 3.22	Reciprocal arrangements	Para 1 – amended to specific urgent need Para 2 – inserted “ <i>and allocation will be dealt with as a direct let</i> ”
Page 34, 3.23	Tenancy Types	Bullets – amended tenancy types to those currently offered by partners
Page 35, 3.2.4	Withdrawing offers and adverts	Para 2 – deleted Para 3 Bullet 1 – inserted “ <i>does not have capacity</i> ” Inserted last para from 3.9
Page 36, 3.36	Voids repairs/upgrades	Deleted –not relevant to include in policy, partners have own policies on void standard, repairs and improvements
Page 37, 4.1	Review of decisions	Section re-written, to reflect a more effective review process and decision making procedure Amended from 2 reviews and then Panel consideration
Page 38, 4.5	Partnership decisions	Bullet 1 – deleted Bullet 4 – deleted
Page 39, 5.1	The Scheme – monitoring and review	Section re-written to reflect more accurate and meaningful description of monitoring undertaken
Page 40 5.2	The Lettings Policy	Inserted “to ensure compliance with all relevant legislation” Reference to Housing Needs Manager amended to Senior officer Wording reduced and clarified

Page 42	Appendix A – Glossary of terms	Improved wording and inserted explanation of “group” Now Appendix C
Page 43	Appendix B – Area Profiles	Deleted
Page 44	Appendix C – priority bandings	Band 1 – 1.10 deleted, moved 2.6 to Band 1, Deleted 1.2 - covered in other categories listed Deleted 1.12 – covered in other categories listed amended incorrect refs Additional wording – if lacking 1 bed room due to medical need then medical B2 will not also be awarded Removed – B2.13 – B1 with evidence of unacceptable behaviour, now Passover status and bids bypassed for approx. 6months Inserted Banding for disrepair now Appendix A
Page 51	Appendix D – Property eligibility	Inserted – children under 18yrs Amended formatting, no other changes to eligibility
Page 53	Appendix F – list of Supported accommodation	Deleted



Prosperous Communities

5 December 2017

Subject: Recommendation from C and I Cttee - Scampton Airshow 2017

Report by:

Chief Operating Officer

Contact Officer:

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Purpose / Summary:

To provide members with information about the West Lindsey District Council / Invest Gainsborough business focussed hospitality event at Scampton Airshow 2017, including an outline of successes and recommendations for the future.

RECOMMENDATION(S):

1. The Council does not lead the hosting of any further hospitality type events at future Scampton Airshows.
2. The Leisure, Culture, Events and Tourism Member working group lead on exploring and assessing the alternative options to maintain a future presence at Scampton Airshows taking into account the associated benefits to the District

IMPLICATIONS

Legal:

N/A

Financial : FIN/119/19

There is no budget provision to support the cost of hospitality at the Scampton Airshow

The cost of the 2017 event was £15k which was shared between the Council (£12.5k) and Invest Gainsborough (£2.5k), in addition to there were added costs for soft drinks.

Costs of staff time involved in organising and attending the event are not included within the above but were considerable.

Staffing :

A considerable amount of staff time was used in the preparations for the event and attendance on the weekend of the show.

Equality and Diversity including Human Rights :

N/A

Risk Assessment :

N/A

Climate Related Risks and Opportunities :

N/A

Title and Location of any Background Papers used in the preparation of this report:

Scampton Airshow Report from Challenge and Improvement Committee on the 14th November and associated Minutes

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1 Introduction and Background

- 1.1 Scampton Airshow took place over the weekend of the 9th and 10th September in 2017. This was the first Airshow to be held at RAF Scampton since the demise of the Waddington Airshow in 2014.
- 1.2 The event included flying displays and a number of exhibitions from aircraft around the world and attracted approximately 50,000 visitors in total.
- 1.3 Challenge and Improvement Committee have previously received a paper at their Committee on the 14 Nov which detailed the event and considered whether the Council should be represented at future events.
- 1.4 As a result the following recommendations were made:
 - a) in light of the feedback received, Members agreed that West Lindsey District Council could head the hosting of any further hospitality type events at future Scampton Airshows, subject to them providing value for money; and
 - b) that Prosperous Communities Committee consider via a Member Working Group or Steering Group, whether the Council should be represented at future events and undertake to explore alternative options for the Council to have a presence at the Scampton Airshow, if they consider that to be beneficial to the District.

2 Presence at Scampton Airshow 2017

- 2.1 Following discussions between council officials and organisers of the Airshow in September 2016 West Lindsey District Council agreed to host a business focussed hospitality event at the show. This included the enclosure and 40 hospitality passes per day for the two days of the Show. The cost of this was £15,000.
- 2.2 The event hosting was shared with Invest Gainsborough with Invest Gainsborough contributing £2,500 towards the event.
- 2.3 80 hospitality guests were invited across the weekend on recommendation from teams from Growth, Housing and Building Control. These were made up of:
 - New Investors / developers
 - Current / lapsed Investors / developers

- Local business ambassadors

In addition 2 Members, 1 Director and 2 Officers attended the event on each day.

3 Feedback

- 3.1 By hosting this event the Council enhanced its professional reputation and demonstrated the ethos of being 'open for business'. However feedback from those present at the Show revealed that the majority of discussions initiated over the weekend were perceived to be 'business as usual' rather than new conversations on the back of the event. It did, however, allow for existing relationships to be built on and maintained.
- 3.2 In addition to the cost of £15,000 there were substantial staffing costs incurred in both preparing for the event as well as the attendance over the weekend itself.
- 3.3 Taking into account the feedback received, and the costs involved together with the significant Officer time expended, attendance at Scampton Airshow at the level engaged in 2017 did not represent value for money. This is particularly evident when we compare the cost of the Lincolnshire Show which currently operates on a budget of £8,000 per year.

4 Future Engagement

- 4.1 There is no budget provision for engagement in the Scampton Airshow over the coming years. In addition Officer resources are tight and there is a need for the Council to concentrate resources on areas of most benefit.
- 4.2 Participation in Scampton Airshow last year ran independently of both the Lincolnshire Show Committee and the Leisure, Cultural, Events and Tourism Member Working Group. Both of these groups could have made a valuable contribution to the Scampton Airshow event.
- 4.3 There are alternative options which the Council could explore which would allow for engagement and a presence at future shows at a much reduced cost. These options would include a reduced Officer presence and could include:
 - Sharing a stand with a sector specific specialist such as Aviation Heritage Lincolnshire (Approx. £1-3k).
 - Sharing a stand with an existing partner such as Visit Lincoln or Love Lincolnshire Wolds. (Approx. £1-3K).
 - A lower specification tent for just WLDC (Approx. £5K)

5. Recommendation

5.1 Taking into account the information contained within this report it is **RECOMMENDED** that:

a) The Council does not lead the hosting of any further hospitality type events at future Scampton Airshows.

b) The Leisure, Culture, Events and Tourism Member working group lead on exploring and assessing the alternative options to maintain a future presence at Scampton Airshows taking into account the associated benefits to the District.

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Prosperous Communities Committee Work Plan

Purpose:

This report provides a summary of reports that are due on the Forward Plan over the next 12 months for the Prosperous Communities Committee.

Recommendation:

1. That members note the schedule of reports.

Prosperous Communities Committee			
Active/Closed	Active		
Date	Title	Lead Officer	Purpose of the report
30/01/2018	Planning Enforcement Policy	Andy Gray	To gain approval for the revised planning enforcement policy and agree its adoption.
	Gainsborough Growth Fund Review	Marina Di Salvatore	to present a Review of the GGF Scheme, its performance over the last 3 years and any recommendations going forward
	p and d period 3	Mark Sturgess	to present p and d position as at end of q3
	Draft Revenue Budget - Prosperous Communities	Tracey Bircumshaw	To review and recommend to C&R the Committee's revenue budgets
	Revised Housing Assistance Policy	Andy Gray	To put in place revised Housing Assistance Policy for member approval
	Housing Strategy (following Consultation)	Diane Krochmal	To seek approval to adopt the housing strategy
	The Customer First Programme	Mark Sturgess	To set out the new procedures
	Concerns re SW ward (inc drug use & ASB)	Michelle Howard	Report needed to explore concerns raised about drug use in SW ward as per motion to Council on 3 July 2017. Further to C&I Cttee 14 Nov 2017, to form one report including all aspects of anti-social behaviour in the area.
	Lincolnshire Homelessness Strategy	Michelle Howard	Approval of Lincolnshire Homelessness Strategy

	Safeguarding Compliance (Section 11 Assessment)	Michelle Howard	To provide members with an overview of the outcome of the safeguarding self assessment and external moderation carried out in 2017, demonstrating effective compliance and good practice in line with the requirements of Section 11 of the Children Act 2004.
	West Lindsey Place Based Regeneration Strategy	Michelle Howard	To present an overall strategy for place based regeneration within which work programmes to support and improve vulnerable communities are co-ordinated and managed
	Community Funding Programme 2018-2021	Grant White	To update on the Council's Community Funding Programme 2015-2018 and recommend options on how the programme can continue.
30/01/2018 Total			
20/03/2018	Waste Services Policies	Ady Selby	To update waste policies which have been in use since 2009 and introduce amendments to support commercial activity
	Health Commission Review	Michelle Howard	Six Month Review: - to review the progress outcomes and future need and remit of the Health Commission. In accordance with the decision made by PC cttee on 18 July 2017. Neighbourhood Networks be considered as a work plan item over the coming year as part of the review of the Health Commission work, already included in the work plan;
	Food Waste	Ady Selby	Food Waste Collection Pilot
	FEZ	Marina Di Salvatore	TO BE CONFIRMED
	Gainsborough Marina - Final Approvals	Elaine Poon	to determine whether to proceed in light of funding outcome
	Future Communication Options	Julie Heath	to present alternative options for communication with the electorate as resolved by PC Cttee in October 2017
20/03/2018 Total			
01/05/2018	p and d - period 4	Mark Sturgess	to present the year end position for p and d
01/05/2018 Total			
05/06/2018	Public Realm Task & Finish Group	Grant White	Final report to scrutinise the effectiveness of the services offered by public agencies in maintaining the rural public realm.

05/06/2018 Total			
23/10/2018	Market Rasen Car Parking Charges - 12month Review	Eve Fawcett-Moralee	to reviewing the car parking charges in Market Rasen to come into effect April 2019. as resolved by Cttee in October 2018
	Selective Licensing 12 month review	Andy Gray	to provide a further update re progress achievement issues, as resolved by PC Cttee in October 2017
23/10/2018 Total			
Grand Total			

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